

GUIDELINES FOR RECOGNITION OF LISTING/PRODUCT CERTIFICATION AGENCIES FOR PLUMBING, MECHANICAL AND FIRE SUPPRESSION PRODUCTS

The guidelines below are intended to provide basic requirements for the acceptance by the Los Angeles Department of Building and Safety (LADBS) of Nationally Recognized Listing/Product Certification agencies, accredited under ISO/IEC Guide 65, *General Requirements for Bodies Operating Product Certification Systems*, for plumbing, mechanical and fire suppression products. For agencies that are not accredited under ISO/IEC Guide 65, or are not Nationally Recognized, refer to Information Bulletin P/GI 2014-028.

- 1. Application:** A completed application, signed by the applicant and owner/corporate officer, and related fees shall be submitted to the LADBS Mechanical Testing Laboratory at the address below. The application form is available online at <http://ladbs.org/LADBSWeb/mechanical-test-lab.jsf>:

Los Angeles Department of Building and Safety
Mechanical Testing Laboratory
201 N. Figueroa St. #880
Los Angeles, CA 90012
(213) 482-0412

A separate application is required for each category of listing/product certification. The categories of listing/product certification include plumbing, mechanical and fire suppression products. The application shall also indicate the referenced standards for which the agency seeks recognition. These standards must be recognized in the Los Angeles Plumbing or Mechanical Code.

- 2. Description of Organization:** Provide a brief history of the organization and include details of its listing/product certification program. Provide an organization chart showing the names and titles of the principal and responsible employees. If the organization is a subsidiary or division of a larger organization, provide information describing the relationship to the larger organization including an organization chart of the larger organization.
- 3. Accreditation Requirements:** Listing/Product Certification agencies shall be accredited under ISO/IEC Guide 65, *General Requirements for Bodies Operating Product Certification Systems*, by an accreditation body that is a signatory to the International Accreditation Forum (IAF) Multilateral Mutual Recognition Arrangement (ML MRA for product certification). Listing/Product Certification agencies must operate or use testing laboratories that comply with ISO/IEC Standard 17025, *General Requirements for the Competence of Testing and Calibration Laboratories*. Evidence of

accreditation must be provided to the Department. Further, the Department retains the right to investigate, conduct onsite visits or require additional documentation if it is deemed necessary.

- 4. Certification of Approval:** After the application has been reviewed and deemed in compliance with the Los Angeles Municipal Code (LAMC) and this Information Bulletin; and after all the fees have been paid to the Department, the Department will issue a Certificate of Approval for the requested standards. This certificate or an accompanying approval letter will indicate the approved categories of listing/product certification and will include any limitations of the approval. The approval is effective for 12 months from the date of approval and will be subject to renewal every 12 months thereafter, unless otherwise authorized by the Department.
- 5. Labeling:** The Listing/Product Certification agency shall provide the Department with evidence of a labeling program to identify listed/certified products in the field. In addition, the following documents are required to be submitted to the Department at the time of the application:
 - a. Details of a program for tracking proper use of labels and of recall where the labels have been found to be in violation of product acceptance conditions or used with the wrong products.
 - b. Details of a procedure of legal action where there is fraudulent or improper use of labels.
 - c. A list of all certification marks/logos used by the Listing/Product Certification agency to identify their listing/certification as well as an explanation of what each mark/logo is indicative of.
- 6. Renewals:** Applications for renewal of the Listing/Product Certification agency's acceptance are to be submitted to the Department no later than 30 days prior to the expiration date of the approval and the application shall be accompanied by the renewal fee. 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 assessed as specified for new applications.
- 7. Follow-up Audits:** The Department, at its discretion, may conduct follow-up audits of approved Listing/Product Certification agencies to verify compliance with the original conditions of acceptance. All costs incurred in such audits, including travel, shall be reimbursed to the Department by the approved agency as required by the LAMC.
- 8. Branches:** Branches which the applicant desires to be included in the acceptance shall be listed in the initial application, or may be added at a later time. Additional fees will apply as required by the LAMC.
- 9. Technical Modifications:** Major changes in the approval shall require an application for a technical modification. Such changes may include the addition of new product categories, the addition of new branch offices, the relocation of the agency, etc. The application shall be accompanied by the appropriate fee as required by the LAMC.

10. Clerical Modifications: Minor changes in the approval that don't require research shall require an application for a clerical modification. The application shall be accompanied by the appropriate fee as required by the LAMC.

11. Revocation: The Department of Building and Safety may suspend, revoke or limit the scope of any Listing/Product Certification agency approval for sufficient cause. Sufficient cause includes, but is not limited to, non-compliance with this Information Bulletin or the LAMC.