

ACCREDITATION CRITERIA FOR FIELD EVALUATION OF UNLISTED ELECTRICAL EQUIPMENT

AC354

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PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

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ACCREDITATION CRITERIA FOR FIELD EVALUATION OF UNLISTED ELECTRICAL EQUIPMENT

1. INTRODUCTION

- 1.1. Scope:** These criteria set forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), Field Evaluation of Unlisted Electrical Equipment accreditation. These criteria supplement the IAS Rules of Procedure for Field Evaluation Body accreditation.
- 1.2. Normative and Reference Documents:** Publications listed below refer to current editions (unless otherwise stated).
- 1.2.1.** NFPA 790, Standard for Competency of Third-Party Field Evaluation Bodies.
 - 1.2.2.** NFPA 791, Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation.
 - 1.2.3.** ISO/IEC Standard 17025, General requirements for the competence of testing and calibration laboratories.
 - 1.2.4.** ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.
 - 1.2.5.** ISO/IEC Standard 17000, Conformity assessment — Vocabulary and general principles.

2. DEFINITIONS

Applicable definition of ISO/IEC Standard 17000 series apply.

- 2.1. Authority Having Jurisdiction (AHJ):** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or procedure.
- 2.2. Field Evaluation:** The process used to determine conformance with requirements for one-of-a-kind, limited-production, used, or modified products that are not listed or labeled under a certification program [NFPA 790, Section 3.3.3].
- 2.3. Field Evaluation Body (FEB):** An organization or part of an organization that performs field evaluations of electrical equipment and is accredited by IAS in accordance with these criteria.
- 2.4. Field Labeled (as applied to evaluated products):** Equipment or materials to which a label, symbol, or other identifying mark of an FEB has been attached, indicating the equipment or materials were evaluated and found to comply with requirements as described in an accompanying field evaluation report [NFPA 790, Section 3.3.6]. This is not a certification label.
- 2.5. Listed:** Equipment, materials, or services included in a list published by an organization acceptable to the AHJ and concerned with evaluation of products or services and that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of

services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3. ELIGIBILITY

Accreditation services are available to organizations that perform field evaluation of unlisted or field-modified electrical equipment installed or to be installed at a specified location in accordance with applicable installation code(s).

4. REQUIRED BASIC INFORMATION

4.1. Field Evaluation Bodies (FEBs) must demonstrate compliance with the following requirements:

4.1.1. NFPA 790, Standard for Competency of Third-Party Field Evaluation Bodies.

4.1.2. NFPA 791, Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation.

4.1.3. ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.

4.1.4. IAS Rules of Procedure for Field Evaluation Body accreditation.

4.2. The FEB must apply for each product category desired to be included in the accredited scope as defined in NFPA 790, Appendix C.

4.3. Recommended practices and procedures in NFPA 791 are mandatory requirements for the purposes of the IAS accreditation.

4.4. Required Personnel

4.4.1. Technical Manager(s): The FEB shall designate one or more technical managers with specific documented authority and responsibility for oversight and approval, and for assuring the quality and technical competence of evaluators and associated testing meeting the requirements in NFPA 790.

4.4.2. Evaluator: The FEB shall determine evaluator competency for each product category. The evaluator shall meet the requirements of NFPA 790 and must be appropriately trained to inspect products or systems or types of products or systems, and appropriately trained and qualified to conduct any associated testing that may be required.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

5.1. Performing Field Evaluations: Procedures used for performing and documenting field evaluations shall be in accordance with NFPA 791 and this section:

- 5.1.1. The FEB shall have test and measuring equipment used in the evaluation appropriately calibrated by a calibration provider accredited to ISO/IEC Standard 17025, by an accrediting body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Records of the calibrations shall be maintained.
- 5.1.2. Digital (electronic) records may be maintained in lieu of hard copies. The FEB must have procedures to assure that reports in progress or completed cannot be tampered with, either internally or externally, and that reports are backed up (with a copy of the backup to be maintained off-site).
- 5.1.3. Subcontracting of evaluations to another organization under these criteria is allowed providing the subcontracted organization is also accredited under these criteria. The technical manager employed by the primary FEB must conduct a review of the report. The primary FEB must make the decision on the statement of conformity in accordance with NFPA 790, Chapter 12. The label from the evaluation cannot be applied until after the primary FEB has reviewed the report.

5.2. Required Report Information

- 5.2.1. Reports shall be completed in accordance with NFPA 791, and this section. The report must be maintained by the FEB in accordance with record retention time specified in the Management System (MS), but not less than four years. The report shall be provided to the following parties:
 - 5.2.1.1. The FEB customer.
 - 5.2.1.2. The AHJ.
- 5.2.2. Reports shall accurately and clearly outline the results of evaluations. Report formats may vary, but reports must be easily understandable and readable.
- 5.2.3. Reports shall contain at least the following information:
 - 5.2.3.1. FEB customer and their appropriate contact information.
 - 5.2.3.2. If the report is an amended/revised report, the amendment or revision information must be clearly identified.
 - 5.2.3.3. A statement that the report addresses only the product described in the report, as the product existed at the time of the inspection.
 - 5.2.3.4. If the evaluation is subcontracted, that must be specifically stated, with the accreditation information of the subcontracted organization included.

6. LINKS TO ADDITIONAL REFERENCES:

- 6.1 National Fire Protection Association – <http://www.nfpa.org/>
- 6.2 International Laboratory Accreditation Cooperation – www.ilac.org
- 6.3 International Organization for Standardization – www.iso.org
- 6.4 International Electrotechnical Commission – www.iec.ch
- 6.5 International Accreditation Service – www.iasonline.org

These criteria were previously issued August 2006, September 2008, May 2010, August 2012, June 2013 and February 2016