



## DATA ACCEPTANCE PROGRAM

# UL Witness Test Data Program

Investigations of products by UL typically involve testing of product samples. While UL maintains extensive test facilities, customers can also utilize their own or third-party test facilities. Through UL's Witness Test Data Program (WTDP) tests may be conducted at customer or third-party test facilities under the supervision of UL personnel.

Participating test facilities are required to have the appropriate physical resources and equipment and qualified personnel needed to conduct testing. The laboratory, physical resources, equipment, personnel and procedures must be equivalent to what would be used in UL's own laboratories for the same testing.

All samples tested, equipment and methods used, and results obtained are to be fully documented as part of the data sheet package.

Tests shall be performed and data collected under the supervision of UL personnel. Typically, UL personnel will witness all testing.

### Requirements

A participating laboratory must have documented procedures and policies in place to assure accuracy and precision in performing tests, obtaining data and reporting results.

As a prerequisite for participating in UL's Witnessed Test Data Program, UL personnel will conduct a technical assessment to verify that a participating laboratory operation addresses specific clauses of ISO/IEC 17025:2005. The applicable clauses of ISO/IEC 17025:2005 reviewed on-site are summarized in the table below. Additional information regarding UL requirements can be found at [www.ul.com/dap/tools.html](http://www.ul.com/dap/tools.html).

ISO/IEC 17025:2005 Requirement	Applicable Clause(s)
1. Critical consumables	4.6
2. Equipment	5.5.1, 5.5.2, 5.5.4, 5.5.5, 5.6.2
3. Accommodation and environmental conditions	5.3.1, 5.3.2, 5.3.3
4. Personnel	5.2.5
5. Identification of test items	5.8.2
6. Data recording and reporting	4.13.2, 5.10

### Critical consumables

(ISO/IEC 17025:2005 clause 4.6)

All consumables must meet technical specifications noted in the test standard. Consumables shall be stored in a manner to avoid degradation or deterioration. See UL document 00-OP-C0033 Laboratory Consumables for Client Labs and 00-OP-C0037 Thermocouple Wire Validation for Client Labs at [www.ul.com/dap/tools.html](http://www.ul.com/dap/tools.html) for more information.

### Test equipment

(ISO/IEC 17025:2005 clauses 5.5.1, 5.5.2, 5.5.4, 5.5.5 and 5.6.2)

A participating laboratory must be furnished with test equipment sufficient to correctly perform tests in accordance with the applicable test standard or procedure. The equipment is to be at least as accurate as specified or implied in the test standard or procedure or UL's minimum accuracy requirements as specified in UL document 00-OP-C0034 Equipment Accuracy Requirements for Client Labs at [www.ul.com/dap/tools.html](http://www.ul.com/dap/tools.html).

All equipment shall be in good working order and calibrated to a nationally or internationally recognized standard of measure or standard reference material. When traceability is not possible, other procedures must be used to assure traceability in accordance with ISO/IEC 17025. The calibration frequency must assure the required degree of accuracy between each calibration. Generally, equipment shall be calibrated at least annually. Each instrument shall bear a calibration sticker with both the latest calibration date and the calibration due date. Calibration certificates must be available on file. UL will collect a copy of each calibration certificate for equipment utilized in witness testing.

Note: Effective Jan. 1, 2009, test equipment calibration must be conducted by an accredited calibration laboratory. Acceptable calibration laboratories are accredited by an ILAC APLAC or EAC Mutual Recognition Agreement signatory such as A2LA, NIST/NVLAP, UKAS, SCC, NATA, JCSS, JAB, DKD, JNLA NATA and IAS. Please see UL document oo-OP-Coo32 Calibration Certificate Analysis for Client Labs at [www.ul.com/dap/tools.html](http://www.ul.com/dap/tools.html) for more information.

For laboratories that conduct calibrations for their own purposes, UL will assess traceability for compliance with ISO/IEC 17025:2005. For details of UL's requirements for In-House calibration laboratories, please see UL document oo-OP-Coo38 In-House Calibration Requirements for Client Labs at [www.ul.com/dap/tools](http://www.ul.com/dap/tools).

Records maintained for each instrument and any automated software are to include:

- Full identification of equipment and records of its acquisition
- Detailed history of damage, malfunction, modification, maintenance and repair
- Calibration certificates
- Records demonstrating that equipment complies with specified tolerances
- Current location of equipment
- When appropriate, maintenance plan and all maintenance carried out to date
- Current version of software, regardless of source, and validation records of software developed and maintained by the laboratory.

## Test environment

(ISO/IEC 17025:2005 clauses 5.3.1, 5.3.2 and 5.3.3)

Test areas must have proper energy resources, lighting, temperature control, humidity control and other environmental conditions required to conduct tests. All participating laboratories shall effectively monitor and control those factors that affect testing. Please see UL document oo-OP-Coo35 Laboratory Ambient Conditions for Client Labs and oo-OP-Coo36 Laboratory Power Quality for Client Labs at [www.ul.com/dap/tools.html](http://www.ul.com/dap/tools.html) for more information

## Personnel qualifications

(ISO/IEC 17025:2005 clause 5.2.5)

Testing personnel are to have the education, training, technical knowledge and experience to conduct tests under the supervision of UL personnel.

## Identification of test items

(ISO/IEC 17025:2005 clause 5.8.2)

Samples are to be clearly identified and correlated to the test conducted and data obtained. In the case of multiple samples of one model or type, unique identifiers must be used to distinguish between tested samples.

## Data recording and reporting

(ISO/IEC 17025:2005 clauses 4.13.2 and 5.10)

Participating laboratories are to record all observed data as well as a description of the test method or reference to the test method used, e.g., standard name, standard number, edition or issue date, latest revision date, clause, and test name. Data are to be recorded in ink on form or standard laboratory data sheets. Personnel at participating laboratories must use form UL data sheets when available.

- If an error is made in recording data, it is to be neatly lined out, the correct information recorded, the change initialed and a reason provided for the change, if the reason is not obvious. Original data shall not be obliterated, or written over by use of correction tape or other means.

- All instruments used to record test data or environmental conditions must be recorded and participating laboratories are to correlate tests and the specific instruments used for them.
- Samples are to be clearly identified and correlated to the test conducted and data obtained. In the case of multiple samples of one model or type, unique identifiers must be used to distinguish between tested samples.

### **How to apply**

Customers interested in participating in the Witness Test Data Program should contact their UL Conformity Assessment Engineer to discuss the use of this service as it is conducted as part of the product certification assessment.