Follow-Up Service Procedure

IMPORTANT PROCEDURE UPDATING INFORMATION

PLEASE RETAIN THIS INFORMATION PAGE IN THE PROCEDURE

DO NOT DISCARD!

This is a copy of the UL Follow-Up Service Procedure lent to you for your use. This is an important tool and a necessary document that the UL Representative uses to conduct an inspection. It is important that this Procedure be kept up-to-date as new or revised pages are mailed to you. The instructions for updating the Procedure are located on the reverse side of this page. Correct maintenance of this Procedure will decrease the amount of time the UL Representative spends when visiting your facility.

[OVER]
A PROCEDURE INCLUDES THE FOLLOWING PARTS, LISTED IN PRINTED ORDER:

<table>
<thead>
<tr>
<th>PAGE</th>
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| Authorization Page | Authorizes the appropriate type of Follow-Up Service (L or R) and includes the following information:  
- Applicant name, address and UL corporate identifier  
- Manufacturer name, address and UL corporate identifier  
- Listee, Recognized Company or Classified Company name, address and UL corporate identifier  
- UL product category (CCN) name and number | New page replaces current page. |
| Addendum to Authorization Page | Lists the names, addresses, UL corporate identifiers and Factory IDs for all Manufacturers | New page(s) replaces current page with matching UL File Number, Volume Number and Page Number. |
| Multiple Listing (ML) Correlation Sheet (if provided) | Correlates product model numbers between those products made by a Manufacturer for the Basic Applicant and those supplied to another company, the Multiple Listee. | New page(s) replace, add, or delete current page(s) with most current “Issued” or “Revised” date. |
| Index | Lists all active Test Reports | New page(s) replace all current pages. |
| Generic Inspection Instructions  
(Replaces former Listing Mark Data Pages, Appendices, and Section General) | Provides important information that applies to all inspections and all products. May include the following parts:  
- Instructions and Duties for UL Representative  
- Instructions for Follow-Up Tests  
- Responsibilities and Requirements for Manufacturer  
- General Terminology  
- General Product Construction Requirements  
- UL Certification Marks – verifies the content and format of the applicable UL Certification Marks, including the control number (if any). | New page(s) replace all current pages. |
| Test Report, including:  
- Cover Page  
- Specific Inspection Criteria  
- Specific Technical Criteria  
- Critical Components  
- Enclosures (photos, etc.) | Contains the specific description of one or more products or systems. This includes written text supplemented by photographs, drawings, etc, as necessary, to define features that affect compliance with the applicable requirements.  
NOTE: Procedure Test Reports do not contain the following information that is provided to the Applicant: Clause Verdicts, Test Results, National Differences, and Test Record.  
Test Reports are identified by a unique Report Reference Number in the following format: E123456-A1-UL-1 | New Test Reports (identified by a –1 suffix) should be filed immediately following the last Test Report.  
Test Report Amendments or Corrections (so identified in the upper right corner) should be filed immediately before the Test Report to which they relate.  
A re-issued Test Report (identified by suffix –2 or greater) should be filed immediately before the Test Report that it replaces. |

PLEASE PROMPTLY NOTIFY YOUR LOCAL UL OFFICE OF ANY CHANGES IN CONTACT NAME, COMPANY NAME OR ADDRESS SO THAT MATERIAL AND IMPORTANT INFORMATION CONTINUES WITHOUT INTERRUPTION TO YOUR FACILITY.