

Authorized Signatory Responsibilities



<p>Revision 9.0 – Updated Responsibilities in line with OSHA Directive CPL 01-00-004 Added requirement to verify non-calibrated equipment</p>	
<p>Purpose</p>	<p>To communicate the requirements and responsibilities associated with being an Authorized Signatory for a Client Test Data Program (CTDP) or Third Party Test Data Program (TPTDP) participant test laboratory.</p>
<p>Requirements</p>	<ul style="list-style-type: none"> • Each DAP participant test laboratory shall identify at least one individual to be an Authorized Signatory for the laboratory operation. • An Authorized Signatory is required to sign and date the cover page of datasheet packages submitted to UL to support UL certification decisions. Signature and date is attestation that the above requirements have been met. • Inform UL immediately of any laboratory related issues that may bring into question the validity of the tests data submitted to UL under CTDP or TPTDP.
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Ensure that all standards and tests for which data is submitted to UL are within the laboratory’s scope of participation. • Ensure testing is performed by permanent employees or employees, who through a written contract or agreement, are within the management control and systems/procedures required of DAP participants. • Ensure technical personnel are knowledgeable in the risks and hazards associated with conducting safety testing, including laboratory safety regulations, safeguards and procedures to reduce laboratory risks. • Ensure only personnel deemed competent in specific test methods, as qualified and approved by the laboratory’s management system, are assigned to conduct testing and that competence is documented. • Ensure UL DAP requirements, including compliance to applicable requirements of ISO/IEC 17025 and OSHA Directive CPL 01-00-004 sections 5.2 (Personnel), 5.4 (Test and Calibration Methods and Method Validation) and 5.5 (Equipment), were adhered to for all testing submitted to support a UL certification decision, and that records of compliance are maintained. These requirements are defined in the DAP Implementation Guide 00-OP-C0043. • Ensure that all consumables, equipment, accommodation and environmental conditions (including power quality) complied with standard specifications, as applicable. If the standard(s) are silent on the above, ensure the above meet the applicable requirements of DAP Client Guides, available at: http://services.ul.com/data-acceptance-program-tools/. • Ensure equipment used for testing has been calibrated for the accuracy and range used for the measurements taken in the testing process. • Ensure equipment that does not need to be calibrated has been verified against documented specifications and/or procedures. • Ensure all UL Data Recording and Reporting (DR&R) requirements are met (see Client Guide 00-OP-C0025).

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<p>Exclusions</p>	<p>This form is not applicable for Total Certification (TCP) or Preferred Partner Program (PPP) Engineering Signatories. A TCP / PPP Engineering Signatory must be assessed by UL to be qualified as an Engineering Signatory.</p>
<p>Process</p>	<p>The laboratory may add or remove an Authorized Signatory at any time, but it is recommended to process changes to the Authorized Signatory list during the annual laboratory assessment with the Lead Auditor.</p> <p>If changes need to be made outside of the annual laboratory assessment, please send an e-mail to DAP@ul.com. Please provide the contact information (name, title, phone and e-mail address) for any new personnel being added to the Authorized Signatory list.</p>

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