

CHECKLIST FOR ICC EVALUATION REPORT APPLICATION PACKAGES

PART 1 - APPLICATION

1. Complete Application Form & Applicable Fees

- A. Complete the application form and include the basic fee. If you have any questions or would like to discuss the fees, please call 1-800-423-6587.

[Application Form for a New Report](#)

- B. Statement of Work (SOW) will be provided.

- C. Technical staff will be assigned -

If you have had previous communication regarding this application with an ICC-ES engineer, please notify the new technical staff that has been assigned.

PART 2 - PRODUCT REVIEW

1. Submit Product Information to the Technical Staff

- A. Submit product information such as product drawings, specifications, installation instructions, and video, as applicable, to the assigned technical staff.

- B. Technical staff will review the product information and see if everything is applicable or if additional information is needed.

2. Technical Staff Will Identify Applicable ICC-ES Acceptance Criteria (AC)

- A. Technical staff will meet with the client.

- B. Technical staff will identify acceptance criteria and/or applicable requirements that may apply to the product.

[Current ICC-ES Acceptance Criteria](#)

- C. If no applicable criteria and/or applicable requirements for the product can be identified, the development of a new acceptance criteria might be needed.

[Acceptance Criteria Development - ICC Evaluation Service, LLC \(ICC-ES\)](#)

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PART 3A - TESTING

1. Identify an Accredited Test Lab

- A. Testing must be performed by laboratories that are accredited as complying with ISO/IEC Standard 17025 by the [International Accreditation Service \(IAS\)](#) or by any other accreditation body that is a signatory of the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA).

2. Develop a Test Plan

- A. Once all the product information has been received and relevant building codes have been applied, a test plan will need to be agreed upon by the test lab, applicant, and ICC-ES in accordance with Part 2.
- B. Technical staff will review and accept the finalized test plan.

3. Submit test reports and/or assessment reports after testing is completed

- A. Include any test reports. In each test report, identify (a) the product tested and its relationship to the product to be recognized in the report, and (b) the code or criteria requirement addressed by the test report.

- B. Available Resources:

[Test Report Submittal Form](#)

[Test Report Submittal Form – Sample](#)

[General Guidelines for Submitting Test Reports](#)

[Sample Product Description](#)

PART 3B - QC DOCUMENTATION

1. Submit Quality Control Documentation

- A. Submit the information requested in [Appendix A](#) of the ICC-ES Acceptance Criteria for Quality Documentation (AC10).
- B. Fill out and submit the cross-reference matrix presented in [Appendix B](#) of AC10.

2. Qualifying Inspection

PART 4 - EVALUATION REPORT & INVOICING

1. Draft ESR Report

- A. Once all product information and data has been provided and evaluated, a draft of the ESR report will need to be prepared. Check with assigned technical staff for a template to prepare a draft.

[Existing Evaluation Reports](#) – see similar products for an idea of what should go into a draft.
[Sample Draft Report](#)

- B. The ESR Report will be published after all the items from Part 1 to Part 4 are complete in addition to when the items below are finalized.:

- ❖ ESR draft has been prepared and approved by the applicant
- ❖ Qualifying inspection has been completed
- ❖ Publication invoice payment has been received and processed