



# IAPMO EGS

A NON-PROFIT CORPORATION

• 5001 E. PHILADELPHIA STREET • ONTARIO, CALIFORNIA 91761 • USA •  
(909) 472-4100 • FAX (909) 472-4243

# 1

## PRODUCT LISTING PROCEDURES

- Step 1 Read the application (Form #2) completely. Fill in all spaces and sign and return the original.
- Step 2 Complete the manufacturing information (Form 3).
- Step 3 Read the provided Listing Agreement completely. Sign, date and return the two originals.
- Step 4 Please contact IAPMO EGS Staff to determine the fees; submit the application forms, Listing Agreement and fees to the IAPMO EGS, along with the information and materials set forth in steps 5-12 (as applicable) as follows.
- Step 4A For multiple listee, please complete a separate application packet and Listing Agreement. Multiple listee shall also submit a signed authorization letter from the primary listee allowing for the multiple listee to use the listing. A cross reference list relating to the models to be listed under the multiple listing to the equivalent models on the primary listing must be provided, along with drawings and/or photos clearly showing how the products will be marked. Steps 6-12 Is not applicable for multiple listee.
- Step 5 Refer to Exhibit "A" (attached) for the proper IAPMO EGS Certification Mark which is to be applied to the product under the terms of the Listing Agreement.
- Step 6 Furnish one (1) copy of detailed, dimensioned engineering drawings (8-1/2" x 11" in size) of the product which includes the location, text and type of the required Certification Mark and all markings required by the product standard, i.e., etched, glass-over label, raised letters, etc.
- Step 7 Furnish nomenclature or model or series designation and differences breakdown.
- Step 8 Provide 1 complete set of Bill of Materials, Electrical Schematics and Detailed Component List (Including: manufacturer, model, NRTL certification and complete electrical ratings). If there are optional accessories, the detail information of the optional accessories shall be provided.
- Step 9 Furnish a photograph of each product submitted for listing in electronic format. Each photograph should contain as much marking and identification detail as possible.
- Step 10 Furnish one (1) copy of the originals of the following: literature/brochures showing and describing the product, care & maintenance instructions, operation manual, and installation instructions (color brochures may be used to satisfy this requirement).
- Step 11 Deliver, prepaid and without charge to the IAPMO EGS's office a sample or samples of the product. The exact number of samples will be determined by the IAPMO EGS technical staff. Samples must bear prototype marking of the IAPMO EGS Certification Mark as determined in step 5. IAPMO EGS will not be responsible for loss or damage to any materials submitted. Unless samples are claimed within two weeks of notice of listing, IAPMO EGS may dispose of such materials. IAPMO EGS may, at its discretion, permanently retain any sample.
- Step 12 Furnish the street address, telephone number, name of the contact person at each plant and other information required in section 17 of the Listing Agreement for each location where the listed product is manufactured or is to be manufactured. This information is not required for component part manufacturing locations but only for final assembly locations.



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## EXHIBIT A

“Certification Marks” as described in paragraph 2 of the Listing Agreement, shall mean the following:

The use of one of IAPMO EGS’ certification marks is mandatory upon product listing. Please choose the appropriate marking as noted on the following options:

Note: Registration “R” is not required to be in proportion with the certification mark, but must be large enough to be legible.

<p>Figure 1</p>	<p>IAPMO EGS - OSHA NRTL Certification Mark, US and Canadian Market</p>
<p>Figure 2</p>	<p>IAPMO EGS - Certification Mark, US and Canadian Market</p>
<p>Figure 3</p>	<p>IAPMO EGS - OSHA NRTL Certification Mark, US Market Only</p>
<p>Figure 4</p>	<p>IAPMO EGS - Certification Mark, US Market Only</p>
<p>Figure 5</p>	<p>IAPMO EGS - Certification Mark, Canadian Market Only</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>UL 1951</p> </div> <div style="text-align: center;"> <p>UL 1795</p> </div> </div> <p style="text-align: center;"><b>Example of IAPMO EGS Certification Marks with Standard Designation</b></p>	



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**APPLICATION FOR LISTING**

**FOR APPLICATION TYPE PLEASE CHECK ONE OF THE FOLLOWING:**

- NEW LISTING FILE
- MODIFICATION TO EXISTING LISTING FILE
- NEW MULTIPLE LISTEE LISTING FILE

**CHECK ONE OR MORE OF THE FOLLOWING THAT APPLIES TO THIS APPLICATION:**

- New Model Additions
- Reinstatement of Delisted file
- File Transfer / Standard Update
- Manufacturing Plant Change
- Technical Modification to listed product:  
(design, material, shape, components etc.)
- Name change<sup>1</sup>
- Model Number change

<sup>1</sup> For company name correction and address change, please contact our customer service directly.

Brief Product Description (or Applicable Standard if known to Applicant): \_\_\_\_\_

Model Number(s): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Company: \_\_\_\_\_

Company Legal Status: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Will this product be used in the hazardous environments as defined by the NEC?  Yes  No  
The Hazardous Environments (Explosive Atmospheres) as defined by the National Electrical Code are outside the testing capabilities of the IAPMO EGS Laboratory.

Will this product be used in other hazardous environments  Yes (Provide Information)  No

Is your company ISO 9001 certified?  Yes  No

For multiple listee application, please provide the name of the primary listee and the corresponding primary listee's listing file number: \_\_\_\_\_

**This Box is For IAPMO EGS Use Only**

Processed Date: \_\_\_\_\_

Processed By: \_\_\_\_\_

File Number: \_\_\_\_\_

Project Number: \_\_\_\_\_

# SURVEY:

## How/Where did you hear about the IAPMO EGS Listing Program?

- Advertisement     Inspector     Home Center     Consultant     Trade Show     Post Card  
 Phone Call     Other: \_\_\_\_\_

## Why do you wish your products to be IAPMO EGS listed?

- Enhanced Quality     Acceptance by Inspection Authority     One Stop Service  
 Prestige     Convenience     Other: \_\_\_\_\_

# APPLICATION FOR LISTING POLICIES

1. This is an application for listing.
2. Only one category of products (by standard) is permitted on one application. Listings are "Standard" specific. Example: [Pool Pumps](#) of various sizes, [Whirlpool Bathtubs](#) of various sizes [and features](#), [Spas of various sizes and features](#), each will require a separate application per category depending on the standard for the product.
3. Applicant agrees to furnish all necessary drawings, test data, laboratory reports and product samples required by the IAPMO EGS Technical Staff. The IAPMO EGS is not responsible for loss or damage to any materials submitted. Unless samples are claimed within two weeks of notice of listing, the IAPMO EGS may dispose of such materials. The IAPMO EGS may, at its discretion, permanently retain any sample.
4. No freight collect product samples will be accepted by the IAPMO EGS. The applicant must pay freight for all samples.
5. The application must be complete (including signatures) and all applicable steps of Sheet 1 completed. If, after an application is first received, a period of two months elapses without the steps of Sheet 1 being completed, the application/file will be closed.
6. 50% of the total project fee is non-refundable upon the initiation of the project. If a product is not accepted for listing or if the application is withdrawn by the applicant, the unused portion of the remaining 50% of the overall project fee shall be refunded upon written request of the applicant.
7. Membership in the IAPMO is not necessary for product acceptance, nor will membership in any way facilitate or confer product acceptance.
8. This application will be accepted for processing only if accompanied by an executed copy of the Listing Agreement..
9. For marking purposes, the appropriate certification mark shall be displayed on the product to indicate that it has been listed by IAPMO EGS and the certification product shall be visible on the product after installation if required by the Standard.

The undersigned certifies that he/she has read, understands, and, on behalf of applicant, approves and agrees to all the foregoing provisions of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print or type name and title: \_\_\_\_\_



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## LISTING APPLICATION ATTACHMENT

### Manufacturing Plant Locations

The following information is required for each plant where your listed products are manufactured. Complete one sheet for each plant. Make photocopies of this sheet as needed.

COMPANY NAME: \_\_\_\_\_ FILE NO. (If Known): \_\_\_\_\_

**PLANT NAME:** \_\_\_\_\_

**PLANT STREET ADDRESS:** \_\_\_\_\_

(City, State/ Prov., Postal Code, Country): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ Email: \_\_\_\_\_

PERSON RESPONSIBLE FOR QA SYSTEM: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX # \_\_\_\_\_

HOURS & DAYS OF OPERATION: \_\_\_\_\_

ANTICIPATED PLANT CLOSINGS, SHUTDOWNS OR HOLIDAYS: \_\_\_\_\_

Is this plant ISO 9001 Certified?  No  Yes (If yes, registrar's name): \_\_\_\_\_

LIST OF MODELS BUILT AT THIS LOCATION: \_\_\_\_\_

**PLANT NAME:** \_\_\_\_\_

**PLANT STREET ADDRESS:** \_\_\_\_\_

(City, State/ Prov., Postal Code, Country): \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ Email: \_\_\_\_\_

PERSON RESPONSIBLE FOR QA SYSTEM: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX # \_\_\_\_\_

HOURS & DAYS OF OPERATION: \_\_\_\_\_

ANTICIPATED PLANT CLOSINGS, SHUTDOWNS OR HOLIDAYS: \_\_\_\_\_

Is this plant ISO 9001 Certified?  No  Yes (If yes, registrar's name): \_\_\_\_\_

LIST OF MODELS BUILT AT THIS LOCATION: \_\_\_\_\_

Can English be used as the language for all audits? Yes  No  If no, please specify preferred language: \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PRINT OR TYPE NAME AND TITLE \_\_\_\_\_



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**LISTING APPLICATION ATTACHMENT – MULTIPLE LISTEES**

The following information is required for EACH Multiple Listee that is connected for your Listing Report and Certificate

Complete one sheet for each Multiple Listee (you may make photocopies of this sheet as needed).

*Please provide all information as noted below for EACH MULTIPLE LISTEE that you are applying for:*

LISTEE COMPANY NAME: \_\_\_\_\_

FILE NO. \_\_\_\_\_

PLEASE ATTACH LIST OF MODELS ON SEPARATE SHEET WITH CROSS-REFERENCE LIST OF CURRENTLY LISTED MODELS ON THE FILE.

MULTIPLE LISTEE NAME: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

HOURS OF OPERATION: \_\_\_\_\_

Multiple Listee 's name, trademark, or other descriptive marking by which the organization responsible for the product may be identified -

*CORRELATION TABLE*

Listee Model Number:	Multiple Listee Model Number:	Listee Model Number:	Multiple Listee Model Number: