**APPENDIX A**

**INFORMATION SUBMITTAL REQUIREMENTS1**

**The listing or evaluation report applicant shall submit information as follows for each product/system to be recognized in the listing or evaluation report. For each item, provide a description or explanation; if there are attached supporting documents, identify the document and the date of the document. Identify the applicant and the file or listing/report number with each submittal.**

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| Company Name: |       |
| Product/Material:  |       |
| Evaluation Report, Listing or File No.: |       |
| Completed by: |       | Date:  |       |

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| **REQUIREMENT** |

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| 1.  | Name of product, material or system, including model number, if applicable. |

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| 2. | Identify each component or constituent of the product that is supplied to the jobsite by the listing/report applicant.2 |

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| 3. |  Identify where the product and components provided by the listing or evaluation report applicant are manufactured. If the product is assembled from purchased components, identify where final assembly/formulation and labeling are done. If the product is manufactured by a company other than the applicant, provide the name of the company. If a portion of the process is done by a company other than the applicant, or if a component is supplied by another company, identify the relevant components or portions of the process and how those components or portions of the process are verified as complying with the manufacturer’s specifications. |

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| 4. | Briefly describe the manufacturing process. A flowchart would be helpful.3 |

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| 5. | Provide all relevant specifications for the product, the components and/or constituents used to manufacture the product, and the components used with the product in the final assembly. When agreed to by ICC-ES, in lieu of providing the actual specifications, the applicant may identify the controlled document that describes the product specifications, provided the document is identified by a revision level and/or date. Specifications must be consistent with the products as described in the submitted test reports and with any requirements of relevant acceptance criteria.4, 5 |

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| 6. | Describe the test procedures, and the conditions of acceptance, for incoming materials and for in-process and/or final product testing to ensure the product’s performance is at least equal to that shown in the original qualifying tests. Describe any quality control tests required by the applicable acceptance criteria or standard. |

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| 7. | If applicable, provide the name of the third-party inspection agency. |

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| 8. | Describe how the product is labeled. At a minimum, products shall be labeled in accordance with Section 2.1.4 of AC10 and the requirements of any applicable code, reference standard or acceptance criteria. |

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| 9. | For products not required to have ongoing follow-up inspections, provide a signed and dated declaration (from the listing or report applicant) attesting that the product specifications submitted with Appendix A are consistent with those of the products tested to qualify for a listing or evaluation report and with the products described in the test reports submitted to ICC-ES. The declaration must include the test report numbers and dates. See Section 3.2 of the Acceptance Criteria for Test Reports (AC85). |

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| 10. | For products required to have ongoing follow-up inspections, (more than one inspection per year), enclose documentation from the accredited laboratory or inspection agency sampling the materials for testing, that the specifications of the materials sampled for testing are consistent with the specifications submitted with Appendix A. See Section 3.1 of AC85. |

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1For definitions of the terms component, constituent, product, assembly and system, see Section 1.3 of AC10.

2For example, sandwich panels may consist of facers, core, framing and adhesive; patio covers may consist of extruded aluminum members, aluminum panels and fasteners; single-ply roofing membranes may consist of asphalt, reinforcement and fillers.

3For example, note if the product is cast or formed; if the product is mixed from purchased chemicals; if components are purchased and then assembled at the jobsite.

4Some examples include:

1. Sandwich panels: provide dimensioned drawings of finished panels with tolerances, and minimum requirements for components (for example, thickness and grade of panel facers, adhesive as recognized in ESR-xxxx, etc.).
2. For mixed materials (wet and dry), provide the following:
	1. Specifications of incoming materials, or the date of the signed, controlled document that describes each constituent and its specifications.
	2. Mix ratios of the constituents, or the date of the signed, controlled document that describes the mix ratio.
	3. Finished product specifications (for example, for wet products, specific gravity and viscosity; for formed products, weight, compressive strength, etc.).

5Supporting documentation must be dated.