

CHECKLIST FOR EVALUATION REPORT APPLICATION PACKAGES

1. ___ Fully completed application form, with appropriate fees.

To help you with the application and fees:

Click [here](#) for the application form for a new report or revision.

Call us to discuss applicable fees: 1-800-423-6587

2. ___ Description of the product(s) to be evaluated.

The product description might include, for example, the product name; specifications and drawings; installation instructions; product brochures; a sample of the product (if appropriate).

Click [here](#) for a sample product description.

3. ___ Identify, so far as possible, the applicable code sections. (This can be very helpful to ICC-ES staff but it is not essential.)

Click [here](#) for an explanation of the codes under which ICC-ES evaluates products.

Click [here](#) for a sample of what you might submit.

4. ___ Identify, so far as possible, applicable ICC-ES acceptance criteria. (This, too can be helpful but is not essential.)

Click [here](#) for all current ICC-ES criteria.

If there is not an applicable criteria, one may need to be developed.

Click [here](#) for information on criteria development.

5. ___ Draft evaluation report.

Contact es@icc-es.org for a template you might use in preparing your own draft. (See [existing evaluation reports](#), especially on similar products, for an idea of what should go into the draft.)

Click [here](#) for a sample draft

You may also need to submit tables and figures for inclusion in your evaluation report. If at all possible, tables should be prepared in MS Word or Excel, and submitted electronically. Art should be prepared

as a .pdf, .tif, or .jpg file, or sent as high-quality “camera-ready” hard copies that can be scanned and dropped into the report.

6. ___ Test reports.

For each test report you submit, 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.

Click [here](#) for the ICC-ES Acceptance Criteria for Test Reports (AC85).

Click [here](#) for a form to use in submitting the requested information.

Click [here](#) for a completed sample of the above form.

Click [here](#) for general guidelines on submitting test reports.

7. ___ Quality control documentation.

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

Click [here](#) for AC10 Appendix A and [here](#) for Appendix B.

Click [here](#) for a sample submittal of the information required by the Appendix A, and [here](#) for a sample submittal of Appendix B.

8. ___ Other data in support of the application.

This might include calculations, necessary ICC-ES forms, or other materials. Do not, however, submit tangential or superfluous data, as this will only slow down the evaluation process.

9. ___ Put together a comprehensive, well-organized data package for submittal to ICC-ES.

The draft evaluation report should be submitted electronically, either on disk or as an e-mail attachment. Other materials may be submitted in electronic or hard-copy format, as most appropriate. A truly well-organized package will have documents submitted in binders, with tab dividers identifying the various parts of the package and the ICC-ES requirement addressed by each submitted item.