Evaluation Process: Review Phase

The review phase is by far the longest and most demanding phase of the evaluation process, and may require any or all of the following:

- ***Development of an acceptance criteria for your product (click here to read about criteria).***
- ***Submittal and review of test reports and other technical data (click here to read about testing your product).***
- ***Development of quality documentation for your product (click here to read about the documentation).***
- ***Creation of tables and illustrations to be included in your evaluation report.***
- ***Arranging for periodic inspections (click here for additional information).***
- ***A qualifying inspection of the facility where your product is manufactured (additional information is here).***

Below, for various elements of the review phase, there is discussion of ICC-ES responsibilities and your responsibilities as the report applicant.

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
GENERAL	**Your reviewer will send you correspondence with lists of comments that must be resolved before the report is approved. The correspondence may be accompanied by preliminary copies of the evaluation report, for your review and input.**
Respond as quickly as possible to the reviewer's comments and questions. Remember that submittals from applicants (and the reviewer may working with many applicants) are often reviewed *in the order received*. **When submitting data (test reports, product information, etc.), send only what is needed. *Do not* submit masses of data and expect the reviewer to sort through it for what is needed.** **Organize your submittal so that you address the reviewer's comments in the same order as they were presented. If a comment has multiple parts, provide a response to each of them.** **Note your file number or report number on anything you submit to us.**	**As comments are resolved, your reviewer will send you follow-up correspondence so you know the status of the evaluation. Follow-up correspondence may include new comments based upon new information you have supplied.**
ACCEPTANCE CRITERIA	**We will tell you whether your product can be evaluated under the code as written, or under an existing acceptance criteria (click here for information on criteria); or if a new criteria needs to be developed for the evaluation of your product.**
To speed the development process, and because of your specialized expertise about the product, you may be asked to draft a proposed criteria. **Keep in mind that the sooner you and ICC-ES staff develop a criteria, the sooner it can be scheduled for an Evaluation Committee meeting. The committee meets only three times a year.** **Evaluation Committee meetings are *open public hearings* where any interested party may comment on a proposed criteria. It is in your best interest to be present for discussion of "your" criteria. (Click here for more information regarding the committee hearing process.)** **Once a criteria is approved, act as quickly as possible to satisfy all of its requirements.**	**Your reviewer will work with you, and with ICC-ES management and expert members of our technical staff, to develop a proposed criteria.** **We will place the proposed criteria on the agenda for the *next available* Evaluation Committee meeting. Deadlines for committee meetings are posted on the ICC-ES web site.** **Our technical staff will be at the committee meeting to present the proposed criteria. Criteria must be approved by a majority of the committee.**

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
TEST REPORTS	**We will tell you when test reports are needed.**
Make sure test reports are from laboratories accredited by the International Accreditation Service (IAS) or another signatory to the Mutual Recognition Arrangement of the International Laboratory Accreditation Cooperation. Also make sure the laboratory is accredited for the *specific type of testing* that you are having done for your ICC-ES file. (Click here for the IAS web site.) **Make sure the laboratory understands the test reports will be submitted to ICC-ES and that they must comply with the ICC-ES Acceptance Criteria for Test Reports (AC85).**	**We will review the test reports, and work with you and the laboratory to resolve issues related to your evaluation report file.**
QUALITY DOCUMENTATION	**For products to be recognized in the evaluation report, we will ask you to submit quality documentation that complies with the ICC-ES Acceptance Criteria for Quality Documentation (AC10).**
Submit to ICC-ES quality documentation as noted in Appendices A and B of AC10. **If your product is manufactured at more than one plant, you may have one set of documentation that covers them all, or you may have separate documentation for each facility.**	**We will review your documentation and let you know in writing if there are any problems.**
Prior to the manufacturing plant inspection, make sure your quality system documentation satisfies all the requirements of AC10.	**We will let you know when we have found the documentation submitted to be in substantial compliance with ICC-ES requirements. At this point, we can schedule a qualifying inspection of the manufacturing plant.**
TABLES AND FIGURES	**We may ask you to submit tables and illustrations for inclusion in your evaluation report.**
Submit tables electronically, preferably in MS Word (although we can, if necessary, work also with Excel or .pdf). Submit illustrations preferably as .tif, .pdf, or .jpg files.	

WHAT WE NEED YOU TO DO	WHAT WE WILL DO
INSPECTIONS	**The code, or the acceptance criteria applying to your product, may require regular, ongoing follow-up inspections of the manufacturing facility. We will make sure you know.**
Arrange to have ICC-ES representatives perform the inspections at the plants manufacturing the products to be recognized in your evaluation report. **If you wish to have the inspections done by a third-party agency having a contractual relationship with ICC-ES, make sure the agency is accredited to inspect the type of product to be recognized in your evaluation report. The accreditation must be by the International Accreditation Service (click here for their web site) or by some other accreditation body acceptable to ICC-ES.**	
QUALIFYING INSPECTION OF MANUFACTURING PLANT	**Once your quality documentation has been approved, we can arrange a qualifying inspection of the manufacturing facility. The inspection is intended to verify that all requirements of AC10 are met; that the quality system has actually been implemented; and that the product being manufactured is consistent with the product information submitted to ICC-ES.**
Help us schedule the inspection *as soon as possible*. **Make sure the plant is operating so as to meet all requirements of AC10.** **The inspection will be performed by ICC-ES or by a third-party agency acting on behalf of ICC-ES.** **Respond as quickly as possible to Corrective Action Requests written during the inspection. *Provide evidence* of actions taken.**	**The inspector will work with you and the plant management.** **The inspection will be documented on our form called Qualifying Inspection Report (Form Q-21). (Click here.)** **We will tell you when all Corrective Action Requests, from the inspection, have been resolved.**