

**1.0 PURPOSE**

To instruct approval-holders how to apply for MSHA acceptance of proposed changes to the design of their approved, certified, accepted, or evaluated product.

**2.0 SCOPE**

This document applies to MSHA approval-holders who request changes to the design of their product previously approved, certified, accepted, or evaluated per 30 CFR Parts 7, 18, 19, 20, 22, 23, 27, and 36.

**3.0 REFERENCES**

APOL 1009 Application Cancellation Policy

**4.0 DEFINITIONS**

None

**5.0 APPLICATION PROCEDURE**

5.1. Applicant submits an application letter that includes the following information:

5.1.1. Name and address of the approval-holder and the person requesting the changes;

5.1.2. Model number(s) or other designation for the product;

5.1.3. MSHA approval, certification or evaluation number(s) and investigation number(s) assigned to the product and the extension of approval, certification, or evaluation number(s) covered by this application;

5.1.4. Name, telephone number, and e-mail address of the person MSHA can contact regarding the application;

5.1.5. Description of each proposed change to the design of the product;

5.1.6. Six digit number the Applicant assigns to identify the application; and,

5.1.7. Statement authorizing an expenditure of at least \$800 to process the application.

- 5.2. Applicant submits drawings and specifications, sufficient in number and detail, to fully describe the proposed changes to the product. These drawings may not have pen and ink notations. However, the Applicant is encouraged to submit marked up copies of drawings currently on file at MSHA to show the proposed changes to the product.
- 5.3. The Applicant submits a list of the drawings submitted with the application that includes the following information for each drawing:
- 5.3.1. drawing title;
- 5.3.2. drawing number; and,
- 5.3.3. revision number or revision date.
- 5.4. The application may be submitted to MSHA either by:
- 5.4.1. mail to:
- MSHA Approval and Certification Center  
Attention: IPSO  
Box 251 Industrial Park Road  
Triadelphia, WV 26059
- 5.4.2. FAX to: 304-547-2044
- 5.4.3. e-mail to: [IPSO@dol.gov](mailto:IPSO@dol.gov)
- 5.4.4. or, electronically using the MSHA ftp server:
- Before using the ftp server, you must call the Information Processing Services Office (IPSO) at 304.547.0400 to establish your user account. In addition, you must notify IPSO by email ([ipso@dol.gov](mailto:ipso@dol.gov)) each time you place an application on the server. IPSO acknowledges all electronic submissions and provides the applicant with the MSHA par number assigned to the application.
- 5.5. Applicants may call the MSHA A&CC at 304-547-0400 for additional information concerning these procedures. Ask for the organization responsible for evaluating or testing the particular product type.
- 5.6. APPLICATION PROCESSING PROCEDURES

- 5.6.1. After MSHA receives the application, it will be reviewed and the maximum fee to process the application will be estimated. If this fee estimate exceeds the maximum amount pre-authorized in the application letter, MSHA will send the Applicant a request to authorize a revised fee estimate. If the Applicant does not authorize the revised fee estimate or does not return the fee authorization within the time frame specified in the revised fee estimate letter, the investigation of the application will be cancelled.
- 5.6.2. The MSHA Investigator assigned to evaluate the application will review the application and contact the person designated in the application letter to discuss any discrepancies. If necessary, the Applicant will receive a letter listing the additional documentation or components for test necessary to continue the investigation.
- 5.6.3. All discrepancies must be resolved by the cancellation date listed in the letter. The investigation of the application will be cancelled if all discrepancies are not resolved by the cancellation date. The cancellation date and cancellation of the investigation are established and processed per the A&CC's cancellation policy (APOL1009).
- 5.6.4. The Applicant will be notified of all test failures and of all discrepancies resulting from the inspection and evaluation of the product.
- 5.6.5. After there are no outstanding discrepancies and the product meets all of the applicable requirements, MSHA will send the Applicant a RAMP acceptance letter acknowledging the changes made to the product and listing the drawings on file at MSHA that were added or revised by the changes.
- 5.6.6. The Applicant will receive an invoice for the cost of the investigation after the investigation is completed.