NRTL PROGRAM
APPLICATION REVIEW CHECKLIST

Reviewed by:＿＿＿＿＿＿

APPLICANT NAME:＿＿＿＿＿＿＿＿＿＿＿＿＿

Prel Review Started: ＿＿＿＿＿

Type of Application: ＿＿＿＿＿＿＿＿＿＿＿＿

Prel Review Completed:＿＿＿＿＿

Date & Scope of Application:

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Document or Item	Included? (see note)	Comments/Notes	Reference
Original and 2 copies (Only if hardcopies submitted)			
Application signed by legal signatory			
General Application Information -legal name/address, description of org, brief history;			
Applicable Standards sheet(s)-list of standards requested and associated data			
Facilities Section-floor space, utilities, ambient environment, sample handling, security			
Test Equipment Section-availability			
Test, Evaluation, and Processing Procedures			
Calibration Program-procedures			
Quality Manual/Assurance, internal audits			
Technical Records Section-test records system, factory & field follow-up records system; record system of standards, codes, & regulations			
Personnel Section-key officers, resumes, position descriptions, training program			
Listing & labeling Program			
Manufacturer Follow-up Inspections-procedures and associated documents			
Independence & Principal Ownership			
Technical Reports Section-procedures			
Complaint & Dispute procedures			
Testing and Evaluation Programs Involving Independent Labs			

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Document or Item	Included? (see note)	Comments/Notes	Reference
Witness Testing			
Testing and Evaluation Programs Involving 'Non Independent' Labs			
Acceptance of Minor Modifications			
IEC-CB Scheme			
Contract Services			
Third Party Assessment Data			
All supplements/sample documents submitted? (Org. Charts, certification mark registration, quality manual, certificate of incorporation, etc.)			

Note: †:means information or document included but inadequate, **T**:means information or document included and adequate,

• :means verified or adequate during onsite review, "na": means not applicable; if blank, no information submitted.

Additional Comments or Information Needed: