



**APPLICATION FOR RECOGNITION  
AS A THIRD-PARTY FIELD  
EVALUATION BODY (FEB)**

County of Santa Clara  
Department of Planning and Development  
Building Inspection Division  
70 West Hedding St.  
East Wing 7<sup>th</sup> floor  
San Jose, CA 95110

Please complete the below application form from NFPA 790, the Standard for Competency of Third-Party Field Evaluation Bodies. If you had prior approval, please indicate any changes in key personnel, equipment, or scope of assignments since your prior approval. If not, please so state. Please submit the application to [Building@pln.sccgov.org](mailto:Building@pln.sccgov.org) We will notify you upon completion of our evaluation of your application. Effective Jan 1<sup>st</sup> 2023 Accreditation by IAS as a Field Evaluation Body will be required as a prerequisite for consideration.

**APPLICATION FOR RECOGNITION AS A THIRD-PARTY FIELD EVALUATION BODY (FEB)**

**Corporation or Company Information**

Legal name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Street Address (if different from above): \_\_\_\_\_

**Corporation or Company Legal Entity Information**

Provide a certified copy of Registration, or other appropriate document, with a State or Province as a legal sole proprietorship, partnership, corporation, or LLC. Organizations having only a registration of a "fictitious business name" or no other documentation as a business entity are not considered legally identifiable.

Attach separate documentation showing legal status in the form of the company's Articles of Incorporation or Registration, as registered with the State or Province in which the company is operating.

Provide the names, titles, and business affiliations of principal officers affiliated with the FEB.

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**APPLICATION FOR RECOGNITION AS A THIRD-PARTY FIELD EVALUATION BODY (FEB) (continued)**

**Corporation or Company Organization**

Submit on a separate page the FEB Organizational Chart showing the organizational elements involved, key positions, relationships between components from the chief executive officer, or equivalent, to the project-handling individuals. Provide the names and titles of specific key individuals, including Technical Manager, Operations Manager, and any other supervisory personnel directly related to Field Evaluation operations.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Title: \_\_\_\_\_

Business Affiliation:

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**Corporation or Company Organization (continued)**

Provide evidence of independence from any manufacturers, suppliers, distributors, or installers of the products to be evaluated (attach separate pages as necessary). (Attach as separate document)

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**FEB Personnel**

Provide the educational background, training experience, professional licenses, registrations or certificates, and other applicable qualifications for each of the following key personnel: Technical Manager, direct Supervisor of FEB operations, and individual(s) managing the management system defined in Section 5.5 of NFPA 790. (Attach as separate document(s))

NOTES \_\_\_\_\_

Provide the minimum competency for personnel completing Field Evaluation projects, including educational background, experience, training, and professional registration.

(Attach as separate document(s))

NOTES \_\_\_\_\_

Provide a complete description of the training program and the auditing process to ensure continued accuracy, validity, and uniformity for performing evaluations. (Attach as separate document(s))

NOTES \_\_\_\_\_

Provide records, including dates of the observation or examination, of the performance or personnel performing evaluations. (Attach as separate document(s))

NOTES \_\_\_\_\_

Indicate any involvement the FEB will have in the design, promotion, or sale of the products being tested; engineering of projects where equipment could be specified; and contracting of any project where the project could be used. Provide a copy on policy for limiting conflict of interest in the evaluation of products per 5.2.6 of NFPA 790.

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## **APPLICATION FOR RECOGNITION AS A THIRD-PARTY FIELD EVALUATION BODY (FEB) (continued)**

### **Products Requested for Recognition**

In the following section, indicate the product or products the FEB is applying for recognition. Use Annex C of NFPA 790 or indicate the reference standard(s) as the basis for this list. The FEB is to be prepared to substantiate qualifications to complete Field Evaluations for each of the product categories listed by providing a list of product groups accredited by IAS. Attach the IAS accreditation document and include the list of product groups for which your organization is accredited.

Product Identification (you may attach a separate document if necessary):

Primary and reference standards (you may attach a separate document if necessary):

### **Management System**

Submit a copy of the FEB management system manual as described in 5.5.2 of NFPA 790.

### **Procedures and Test Equipment**

Submit documentation on the procedures and practices the FEB utilizes to complete Field Evaluations. This is to be in the form of the detailed process to be followed; references only to standards or practices is not acceptable (attach separate pages as needed).

### **NOTES**

Provide an inventory list of test and measurement equipment used for evaluations and include the calibration schedule; see Chapter 13 of NFPA 790. Provide calibration reports on all test and measurement equipment used for evaluations for the past 5 years or, for companies with less than 5 years of records, since the beginning of operations.

**APPLICATION FOR RECOGNITION AS A THIRD-PARTY FIELD EVALUATION BODY (FEB) (continued)**

Submit calibration procedures for test and measurement equipment used for evaluations when in-house calibration is used. Submit name(s) of outside calibration laboratories used for calibrating equipment used for evaluations and provide a copy of accreditation for such equipment. Outside calibration laboratories are accredited by the following third-party organizations: National Voluntary Laboratory Accreditation Program (NVLAP), American Association for Laboratory Accreditation (A2LA), or equivalent.

Where an outside calibration organization is not, accredited by NVLAP, A2LA, or equivalent for the test and measurement equipment they are contracted to calibrate, provide the FEB's audit procedures to ensure that the procedures of the outside calibration organization meet minimum requirements for test and measurement equipment calibration and traceability to recognized national or international standards.

**Records**

Describe the key records that are maintained and the retention period, including a minimum; inspection, testing, and evaluation data sheets; evaluation reports; test and measurement calibration records; personnel qualifications; and training records.

**Sample Report**

Provide one sample evaluation report of the type the FEB produces or intends to produce. The sample report should contain the elements as identified in NFPA 791, Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation. (Attach as separate document(s))

**Authorized Representative**

The following information is for identifying the authorized representative for contacting and coordinating the recognition.

First name: \_\_\_\_\_ Last name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_