ICC EVALUATION SERVICE

ICC Evaluation Service, LLC
Los Angeles Business/Regional Office
5360 Workman Mill Road
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tel: 562.699.0543
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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.
   Click here for the ICC-ES Fee Schedule.

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

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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.