DrJ CERTIFICATION
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DrJ Certification Process

This document outlines the process for developing and maintaining a new Listing and Technical Evaluation Report™ (hereinafter Listing/TER). DrJ Listings/TERs assist in determining whether a given product complies with applicable regulations. They are not to be construed as representing a judgment about aesthetics or any other attributes not specifically addressed in the report, nor as an endorsement or recommendation for use of the subject of the Listing/TER. Approval for use is the prerogative and responsibility of the Owner or Building Designer.

New Listing/TER

A DrJ Listing/TER evaluates a product or process based on pertinent regulatory information, such as model building codes, state building codes, referenced standards, or other industry standards as appropriate to each individual evaluation. In addition to codes and standards, our team uses accepted engineering evaluation and technical experience. The intent of a Listing/TER is to demonstrate code compliance to the relevant building codes. Therefore, DrJ provides demonstrated equivalency to materials, products, or methods of construction approved by the code per IBC Section 104.11. If you are interested in a Listing/TER for a new product or process, contact the DrJ Certification team for a proposal.

For a new Listing/TER, DrJ will need the following from the applicant:

- Signed proposal
- Signed Non-Disclosure Agreement (NDA)
- Completed application
- Relevant testing data
- Installation instructions
- Quality control (QC) documentation

DrJ will review the information submitted and perform the following services:

- Establish a scope of work
- Request any additional necessary information needed to properly evaluate the product
- Prepare a draft Listing/TER
- Secure applicant review
- Prepare a final Listing/TER for approval by the applicant and DrJ
- Post the final Listing/TER to the DrJ website and promote via social media

Proposal

If you are interested in obtaining a Listing/TER for a product or process, contact DrJ Certification. After discussion with our sales team about the scope and pricing, we will send a proposal for you to review, sign, and return. After you return your signed proposal, DrJ will send you an application package identifying the items required to be included with the submission. For information on pricing, see **Terms and Conditions of Fees** and contact DrJ Certification.

Proprietary Data and Non-Disclosure Agreement (NDA)

Data in any Listing/TER or Listing/TER application is considered proprietary. The data is only disclosed by DrJ upon written consent of the applicant or, with notice to the applicant, pursuant to a subpoena issued by a court or other governmental agency of competent jurisdiction. Proprietary data may be disclosed to an internal staff member of DrJ, an authorized representative of DrJ having a legitimate interest, any duly identified representative of a testing agency or like organization that initially prepared the data, or a duly authorized representative thereof stated to be an employee or principal thereof having a legitimate interest therein.

On a random basis, DrJ's records and files are audited by national and international bodies to establish conformance with international accreditation and conformity assessment standards. It is understood that, by executing a Listing/TER application, applicants grant DrJ the authority to allow such access.

Where products to be covered in a Listing/TER include a proprietary component that is not owned or manufactured by the applicant, rights to use the applicable data are required. In some cases, the manufacturer of the proprietary component may be required to submit an evaluation report to DrJ or obtain one before DrJ will issue a Listing/TER naming the proprietary component.

While DrJ requires disclosure of proprietary and confidential information for the specific purpose of evaluation, we will only use the information for that limited purpose. Your company remains the exclusive owner of all propriety and confidential information you provide. DrJ does not have any right to your company's intellectual property and will not disclose any confidential information to anyone other than your representatives unless you expressly approve the disclosure to third part(ies). As part of its evaluation process, DrJ independently undertakes internal testing and develops data analysis procedures, which are part of DrJ's intellectual property (IP) and trade secrets (TS). DrJ requires a signed mutual NDA so both parties are aware of the obligations and mutually protect each other's IP and TS.

Application

Along with the proposal and signed NDA, an application is required so DrJ can determine whether the submitted product can be evaluated for code compliance. If you would like more information about how specific standards apply to your evaluation, please contact DrJ Certification for clarification.

The application may be filed only by the entity having legal rights to all materials, products, methods of construction, evidence, and data for which a Listing/TER is sought, and an application for a new Listing/TER is considered valid for the life of the report. When DrJ receives the completed new project package, we will review the application to identify whether it includes sufficient information and to determine whether DrJ has the means, ability, and competence to perform the evaluation. If there are questions regarding the scope of the evaluation, missing information, or differences in understanding between DrJ and the client, DrJ will reach out for clarification and may request further information.

Please note that any application held for more than 30 days without the receipt of any supporting documentation may be closed. If you need an extension, contact DrJ Certification.

Each new Listing/TER application shall be assessed, and the fee set forth in the most recent DrJ general pricing scheme as provided for in the accepted Listing/TER proposal. Upon completion of the report, the applicant will be invoiced for any remaining costs in accordance with the agreement. The new Listing/TER shall be valid for a minimum of one year from the first day of the quarter following issuance of the report.

Testing Data

The applicant is responsible for completing and submitting supporting data such as plans, details, calculations, and other data that fully describe the subject of the application and substantiate its performance. This information is usually in the following forms:

- Laboratory test reports from ISO/IEC 17025 accredited testing agencies
- Sealed documents from professional engineers or other design professionals
- Evaluation reports from ISO/IEC 17065 accredited certification bodies

All of these tests and reports shall be performed and obtained at the expense of the applicant. Note that the scope of the laboratory's accreditation shall include the type of testing that is required for DrJ's evaluation. When the Listing/TER provisions are based on these reports, the Listing/TER shall remain valid only while the underlying report is valid, unless additional information is provided to substantiate the development of the provisions. While DrJ routinely reviews the ongoing validity of the reports during annual reviews, it is ultimately the client's responsibility to inform DrJ of any change in the status of such a report.

Installation Instructions

DrJ includes or references installation instructions in the Listing/TER, as the installation is key to the performance of the code compliant design specified in the Listing/TER. Product or process installation instructions must be submitted for DrJ's review and approval.

Quality Control (QC)

DrJ Certification is committed to ensuring the products certified in its reports continue to meet or exceed the specified building code requirements. To do so – and to remain compliant with ISO/IEC 17065 accreditation – DrJ reviews quality documentation on an ongoing basis. This demonstrates that the current product performs the same as the product originally tested.

The following documentation is required before the Listing/TER is published:

- QC Manual specified in QF 18 TER/Listing Quality Control Review Checklist
- Signed contract between the manufacturer and an approved third-party inspection agency
    - Factory inspections will be performed by an ISO/IEC 17020 accredited third-party inspection agency or a professional engineer. Costs associated with inspections shall be borne by the applicant.
    - Following is a list of DrJ's Approved 17020 Third-Party Inspection Agencies (contact DrJ Certification for additional information on Approved Agencies):
        - Benchmark Holdings, LLC
        - Center for Building Innovation (CBI)
        - Columbia Resources & Testing Corporation (CRT)
        - Eurofins Expert Services
        - IAPMO Uniform Evaluation
        - ICC NTA LLC
        - Inspecta Sertifiointi Oy (aka Kiwa Inspecta)
        - Intertek Testing Services NA, Inc.
        - PFS Corporation
        - QAI Laboratories
        - RADCO, A Twining Company
        - R&D Services
        - Timber Products Inspection, Inc.
- Signed QF 30 Manufacturer Surveillance Contract defining the scope of work for each party
- Most recent inspection (quality audit) reports showing compliance with requirements of your quality management system

When required, in accordance with the scope of the Listing/TER, reports will be issued only after a qualifying inspection has been conducted at the facilit(ies) designated to manufacture products under the report. The purpose of the inspection is to determine whether the manufacturer's quality system has been successfully implemented and provides assurance that after the report is issued, the manufactured product is consistent with the product described and recognized in the Listing/TER.

Maintaining Certification

Once a product is certified, the Listing/TER may be accessed in the Report Directory on DrJ's website and used as a reference. Revisions can be made to the Listing/TER at any time by contacting DrJ. In order to keep the certification up to date with all building codes and certification schemes, DrJ requires annual reviews, notification of required changes, correct use of the DrJ mark, and QC review.

Notification Regarding Required Changes to TERs

You must notify DrJ prior to making modifications to products covered by Listing/TERs. Some examples of relevant modifications are significant changes in the formulation, manufacturing process, or QC program or changes in the report holder company name, address, ownership, legal status, or additional listees. If changes are made to the Listing/TER that affect the validity of certification, such as a component or material change, the report holder must stop using the report until a revision has been applied for and secured.

When there is a change in the conditions under which a Listing/TER was originally issued (e.g., a change in code requirements) that affects the Listing/TER, the report holder will be notified.

Product Identification and Correct Use of the DrJ Mark

Products shall be identified as specified in the applicable TER. At a minimum, the method of identification shall include the report holder's name and the product name. In addition, the product certification mark and/or the TER number (TER XXXX-XXX) shall be included when applicable. The graphical portion of the DrJ certification mark may also be included but is not required. For more details, please see **Client Responsibilities Regarding the DrJ Certification Mark**.

Annual Review of Listing/TER

DrJ reviews all Listing/TERs annually to confirm continued code compliance. A fee will be required for this annual review, which extends the recognition of the Listing/TER for one additional year. Notice will be sent to the report holder approximately 90 days in advance of the renewal date. Payment for the annual review and renewal shall be made prior to DrJ's evaluation for re-issuing the Listing/TER.

During the annual review of the Listing/TER, revisions may be necessary based on new editions of the referenced codes. These revisions will need to be made before the renewed report can be published.

In order to complete an annual review, the following are or may be required from the client:

Inspections

As discussed in the **Quality Control (QC)** section, QC is important as it allows DrJ to certify that the current product performs as specified in the Listing/TER. Therefore, a signed contract between the manufacturer and an approved third party inspection agency is required, and the third party in-plant quality assurance inspections listed in the contract must be carried out. The frequency of inspections will be determined by DrJ and will be defined in the client's in-plant Quality Control Manual.

As a condition of a Listing/TER, the report holder grants DrJ staff, authorized representatives of DrJ, or accredited third-party inspection agencies the right to conduct inspections of the manufacturing facility to verify compliance with the evaluation report. The inspection form filled out by the inspector must be sent to DrJ to confirm inspections are being performed as stated.

Verification Testing

Verification testing is conducted periodically to compare the current product to the original tested values. Verification testing is not required for all certified products; however, clients find it helpful in understanding their product and improving both their QC system and the quality of their product.

Quality Control Manual (QCM) Edits

Along with any changes to the Listing/TER, the QCM must be reviewed and updated every year and the revised and signed version sent to DrJ for review and approval. DrJ will keep a signed copy of the QC Manual and reference it when performing the annual review.

Revision of Listing/TER

Revisions to Listing/TERs may be made at any time for anything from a product name change to a new product attribute. When DrJ has been contacted about desired changes, a proposal for the scope of the revision will be sent. The fee specified in the proposal is based on the extent of the revision.

Proposal

If there is a desired or required revision to a report, contact DrJ for a proposal. In the instance that DrJ finds the need for a larger scope of revision work than originally proposed by the client, DrJ will reach out and discuss the details of the required changes.

Quality Control (QC)

Changes to a Listing/TER may require changes to the QCM. For example, if there is a product name change, the QCM must also be updated to reflect these changes. When changes to the QCM are requested by DrJ, they must be made before the new revision of the report is posted.

Testing Data

Any data required for requested revisions must be submitted before revisions can begin. Where data consists of calculations, plans, and specifications developed through the practice of architecture or engineering, the documents containing such data shall be sealed by a registered design professional. All testing must be performed by an accredited testing agency per ANSI 17025.

In the event a code change affects a product certified in a Listing/TER by prohibiting a particular material, product, or method of construction, and equivalency cannot be proven, you will be informed that the Listing/TER cannot be reissued.

Additional Listees or Private Labels

Is your product distributed or manufactured by another company? Upon authorization of the original report holder, DrJ will add the company to the Listing/TER so the product distributed or produced by another company is certified as well. Additional listees will be required to complete and submit an additional listee form as an appendix to the original Listing/TER application supplied by DrJ. Some of the required information includes name, address, and verification by the original report holder of their acceptability as an additional listee.

If a private label Listing/TER is required, the original report holder may authorize a duplicate Listing/TER under the name of a distributor, also known as a private label applicant. The private label applicant will need to complete and submit a private label application with the approval of the original report holder. In this case, the content of the Listing/TER created will be linked to the original report holder’s TER. For example, the two TERs will share the same renewal date, all relevant information, and revisions. Generally, any revisions requested for either the private label or the master Listing/TER will need to be made to both documents.

Client Responsibilities Regarding the DrJ Certification Mark

Once certification is granted, the DrJ mark may be used in specific ways. It is the responsibility of the report holder to understand these rules and to secure DrJ approval when there is a question about the use of the DrJ name and mark, DrJ TER number, the report itself, or any communications associated with the Listing/TER.

Per ISO/IEC 17065, DrJ shall exercise control as specified by the certification scheme over ownership, use, and display of licenses, certificates, marks of conformity, and any other mechanisms for indicating a product is certified. Per the terms and conditions included in the Listing/TER Application, each client agrees to abide by DrJ's guidelines for use of its certification mark.

Allowed:

- Securing DrJ approval in advance whenever there is a question about the use of the DrJ name and/or Listing/TER.
- Using the DrJ mark only on or in connection with products, components, methods, and materials that are covered in currently valid Listing/TERs.
- Reproducing the current Listing/TER in its entirety by the report holder in the report holder's literature, advertising, or promotional materials.
- Referencing the Listing/TER using statements such as, "See Report Number XXXX-XXX (insert current number) at drjcertification.org."
- Using the mark/files provided by DrJ on a product label.
- Enlarging or reducing the mark while maintaining legibility and proportionality to the original design.
- Using colors for the mark other than the basic black and green when authorized in writing by DrJ.

Not Allowed:

- Using the Listing/TER number before it has been authorized by DrJ.
- Referencing DrJ, the Listing/TER, or the DrJ mark in a manner that could be misleading.
- Using the mark to imply DrJ approval of aesthetics or other attributes not specifically addressed in the Listing/TER.
- Using marks/files not provided by DrJ on a product label.
- Altering the mark in any way (although it may be enlarged or reduced while maintaining legibility and proportionality to the original design).
- Using the report number as the only method of identification (as the mark is not a replacement or substitute for product identification provisions in the relevant Listing/TER).
- Using the mark in any manner and in any media without authorization from DrJ.
- Using the mark or referencing a Listing/TER after cancellation of the TER.
- Misrepresenting the Listing/TER in any way or using the report in such a manner as to mislead the public or bring DrJ into disrepute. (DrJ reserves to itself the right to interpret what would constitute misleading language.)

If these rules are not being followed, DrJ will immediately disseminate a notice of violation and take any and all actions necessary to secure compliance. Failure to respond to the notification may lead to suspension or revocation of the Listing/TER under these rules. DrJ also reserves the right to note violations in the public notices and publications of DrJ and on the DrJ website.

Complaints, Appeals, and Disputes Procedure

All complaints related to a Listing/TER should be submitted in writing to the attention of the Certification Manager. Parties interested in submitting a complaint will be provided form QF 11 Complaint Resolution.

Submissions should provide as much information and background data as possible in order to help DrJ address and evaluate the issue.

Upon receiving a submission, DrJ staff will investigate and make a decision on the complaint, appeal, or dispute. The person making the final decision for the appeal or complaint shall not be a person involved in the initial certification of the product. Additionally, the person making the decision shall not have provided consultancy for or been employed by the client for which the complaint or appeal is subject for a period of at least two years. The report holder will be notified of the complaint and will be informed by DrJ if a response is needed to address the complaint. After notice, the report holder will have 30 calendar days in which to respond, or the Listing/TER in question will be subject to cancellation.

Retiring, Withdrawing, or Suspending a Listing and Technical Evaluation Report™

If for any reason a Listing/TER must be retired, withdrawn, or suspended, the client will be given sufficient notice to make any required changes. Upon suspension, withdrawal, or termination of certification, the client must discontinue their use of all advertising matter that contains any reference to DrJ Certification and take actions as required by DrJ.

Revocation or Modification with Right to a Hearing

Any Listing/TER, and the authorization to use the Listing/TER number and DrJ mark, may be revoked or modified for cause. “Cause” shall include:

- Repeated failure of the material, method of construction, or equipment to conform with the specifications upon which the report was based.
- Repeated failure of the material, method of construction, or equipment to perform properly although meeting the specifications upon which the Listing/TER was originally based.
- Failure to comply with any condition to the issuance of the Listing/TER.
- Any misstatement, whether intentionally or unintentionally made, in the application or in any data submitted in support thereof.
- Failure to comply with any provision of the application form; failure to pass any test required by DrJ.
- Any other grounds considered as adequate cause in the judgment of DrJ.
- Nonpayment of incurred costs.

Before DrJ revokes or modifies any Listing/TER, the report holder shall be given reasonable notice and an opportunity to file an appeal.

Revocation, Cancellation, or Suspension without Right to a Hearing

A Listing/TER may be canceled upon DrJ's receiving a request to do so from the report holder. A file for an existing Listing/TER may be closed upon receipt of a request from the applicant. The request may be communicated to DrJ via any medium: verbally or written. Notwithstanding anything in these rules to the contrary, any Listing/TER may be suspended for a period not to exceed 90 days, revoked, or canceled by the DrJ President or his designated representative, without notice or a hearing, for any of the following reasons:

- Required fees having not been received by DrJ within 30 days from the date of mailing by DrJ of a written demand for payment.
- Failure of the report holder or listee to maintain a required, current QC program.
- Failure of the report holder to perform any test, or furnish any material or data, required by DrJ within the specified time limit, unless extended by the DrJ President or his designated representative.
- Receipt of information that the product has been modified in violation of these rules.
- Denial of DrJ or third-party inspection agency representatives access to manufacturing facilities for purposes of inspecting and evaluating QC procedures.
- Failure to provide quality inspection data or reports as required by the certification.
- Failure to comply with any rule for maintaining Listing/TERs as adopted or amended from time to time by DrJ.
- Failure of the product, material, method of construction, or equipment to perform properly or conform to the specifications upon which the Listing/TER was based when either condition presents a threat to public safety or property.

Terms and Conditions of Fees

DrJ Listing/TER fees are nonrefundable, unless a refund is authorized by the Vice President of Product Certification or their designated representative. The cost of the report is determined by DrJ based on products, attributes, and applicable codes.

For Listing/TERs with additional listees, a fee will be charged for each listee as determined by DrJ. The fees for private label TERs shall be as set forth in the DrJ general pricing scheme.

If an applicant submits test reports from a non-accredited laboratory, additional fees for reviewing the qualifications and independence of the laboratory shall be applicable. Fees will be set based on the actual costs of performing the assessment.

When a DrJ representative or a third-party inspection agency is required to witness tests, conduct field investigations, or investigate complaints related to a Listing/TER, all relevant travel expenses and time shall be reimbursed by the applicant.