



National Fenestration Rating Council Incorporated

NFRC 701.02-2009_[E0A01]

NFRC Testing Laboratory Application

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FOREWORD

The National Fenestration Rating Council (NFRC) sponsors a Laboratory Accreditation Program (LAP) for laboratories wishing to offer thermal performance testing services in accordance with the NFRC Certification Program. The Accreditation Program (LAP) is intended to ensure technical competence, proficiency and independence of the laboratories providing NFRC rating services.

This application is for those seeking NFRC accreditation to provide testing services as described in NFRC 102: Procedure for Determining Fenestration Product Thermal Properties (Currently Limited to U-Factors) and/or NFRC 500: Procedure for Determining Fenestration Product Condensation Resistance Rating and/or NFRC 400: Procedure for Determining Fenestration Product Air Leakage and/or or NFRC 201: Interim Standard Test Method for Measuring the Solar Heat Gain Coefficient of Fenestration Systems using Calorimetry Hot Box Method. The procedures and requirements of the Accreditation Program that shall be met in order to become accredited are described in NFRC LAP: Laboratory Accreditation Program.

Please return all required information with completed application to:

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NFRC LABORATORY ACCREDITATION PROGRAM

Testing Laboratory Application



To ensure that a laboratory's application can be fully evaluated, all requested information must be provided. If additional space is needed, attach additional pages. Incomplete applications will be returned. Application processing takes approximately three weeks after receipt of a completed application by NFRC. The NFRC Inspector will schedule the initial laboratory inspection three weeks following receipt of a completed application.

APPLICATION FOR THE FOLLOWING (check each one that applies):

- NFRC Thermal Performance Testing Laboratory Accreditation
- Thermo-Physical Properties of Materials, NFRC 101
- Thermal Transmittance (U-factor), NFRC 102
- Solar Heat Gain Coefficient (SHGC), NFRC 201
- Air Leakage (AL), NFRC 400
- Condensation Resistance, NFRC 500

Organizational Information

1. Name of Laboratory: _____
2. Individual(s)-in-responsible-charge
List each person(s) for each testing service offered and their responsibility (ies):
Thermal Testing: _____
Solar Heat Gain Testing: _____
Air Leakage: _____
3. Address: _____
4. City: _____ State: _____ Zip Code: _____
5. Phone: _____ Fax: _____
Email address: _____

6. Type of business: _____
- Corporation
 - State of Incorporation: _____ Date of Incorporation: _____
 - Partnership (attach list of general and limited partners)
 - Sole Proprietorship - Name of Owner: _____
7. Provide the Number of Staff (at each location) in your organization involved with:
- a. Administration: _____ d. Clerical: _____
 - b. Professional: _____ e. Other (Describe) : _____
 - c. Technician: _____ f. Total Staff: _____
8. List other accreditation or product certification programs that your organization is licensed under or affiliated with:
- _____
- _____
- _____
9. Number of separate testing laboratory facilities to be accredited: _____
- a. NFRC Thermal Performance Testing Laboratory Accreditation (U-factor): _____
 - b. NFRC Air Leakage Testing Laboratory Accreditation: _____
 - c. NFRC Thermal Performance Testing Laboratory Accreditation (SHGC): _____
 - d. NFRC Thermal Performance Testing Laboratory Accreditation (Condensation Resistance): _____
10. If the location of your laboratory(ies) is different from your main business address, provide the following information for each laboratory:
- a. Name of laboratory
 - b. Location (address, city, state and zip codes)
 - c. Telephone & facsimile numbers, email address, and
 - d. NFRC Individual(s)-in-Responsible-Charge and their Title(s)

11. Attach a list of employees and an organizational chart showing the relationship of all employee positions to be involved in NFRC accredited testing. On the organizational chart, please identify the incumbent in each position by name and title. If part of a larger corporate or similar structure, add a second chart showing the relative position of the applicant testing laboratory(ies) within the corporation. On the organizational chart, identify the person(s) with principal responsibility for the following in the NFRC Accreditation Program:
 - a. Company Policy
 - b. Maintaining current job descriptions;
 - c. Financial matters;
12. Briefly outline your objectives in becoming an accredited testing laboratory in the NFRC Accreditation Program.

Personnel

13. Provide resumes for each employee, both technical and administrative, to be involved in NFRC-accredited testing, including:
 - a. Professional qualifications (Degree, Professional Engineer License, etc.);
 - b. Relevant work experience;
Membership on relevant technical committees or professional societies (i.e.,
 - c. ASHRAE, ASTM)
Employee's position at the laboratory and location of that laboratory or laboratory
 - d. space.

In-Service Training and Education Program

14. Summarize your employee in-service training and education program. Provide examples of relevant training courses. Describe your process of continuing education. (See requirements set forth in NFRC 701, Section 6.5)

Quality Control Program & Operations Manual

15. Describe your laboratory's Quality Control Program and how it will ensure efficient, uniform and repeatable results in accordance with Section 1.6 of NFRC 701.09.

16. Provide the name(s) of individuals in charge of your Quality Control Program and equipment calibration at each laboratory location.

Name Location

17. Describe the contents of your Testing Operations Manual and Quality Control Manual (see NFRC 701.09, Sections 1.5 and 1.6). The NFRC Inspector will review such manuals during initial and annual inspections.

18. Identify the staff responsible for preparing, reviewing and approving your Testing Operations and Quality Control Manuals.

Test Equipment

19. List on a separate page the equipment that will be used in performing NFRC thermal performance tests (U-factor or SHGC) or air leakage tests for the Certification Program. See Section 1.5 of NFRC 701.09.

20. Describe and/or present photographs, drawings or schematics of test instruments and other testing facilities used by the laboratory in conducting tests required by the Certification Program, including:
 - a. Equipment manufacturer;
 - b. Model and serial number;
 - c. Range (where applicable); and
 - d. Recommended frequency of calibration;
 - e. Sample of most recent calibration data.

Test Methodology

21. Attach sample(s) NFRC test reports(s). Also include sample data collection forms used to produce the final report. Delete name and any other client specific information.
22. Document the methodology in which you analyze the measured raw data to produce standardized U-factors, air leakage, condensation resistance, SHGC and calibration transfer standard results. Show the equations used and the source of the raw data.

1. TERMS AND CONDITIONS

The undersigned officer or other duly authorized representative of the applicant laboratory accepts on behalf of the applicant the following terms and conditions:

- A. The laboratory hereby acknowledges receipt of a copy of, and agrees to abide by all conditions and requirements of the NFRC 701: Laboratory Accreditation Program and NFRC 700: Product Certification Program as these document may from time to time exist or be interpreted, including entering into a license agreement.
- B. The laboratory attests that the following conditions with respect to its independence are true and consistently maintained:
 - i. Neither Licensee, its equity owners, officers, directors, managers or employees, nor any affiliate of any such person:
 - a) Has any financial interest in, or family or organizational affiliation to any fenestration product or component manufacturer, supplier or vendor
 - b) Has any financial interest in, or family or organizational affiliation to, any firm for which any one of them provides NFRC product certification services, nor does any such person serve as an equity owner, officer, director, manager or employee of any such firm
 - c) Advocates or recommends the use of any product (or product component) for which the laboratory provides NFRC testing or simulation services
 - d) Advocates or recommends the use of a particular thermal performance certification agency providing NFRC-licensed services
 - e) Is involved in the commercial design or fabrication of fenestration products or components.
- C. The laboratory represents and warrants that:
 - i. Neither the laboratory nor any controlling person of the laboratory has filed or had filed against it a petition under any bankruptcy law, or similar event, since 10 years from the first day of this calendar year (example: January 1, 1989).

- ii. Neither the laboratory nor any controlling person of the laboratory has during the previous 10 years been convicted in a criminal proceeding or is named as a defendant in a pending criminal proceeding (excluding traffic violations).
- iii. Neither the laboratory nor any controlling person of the laboratory has been during the previous 10 years or is now the subject of any judicial or administrative proceeding or investigation relating to its fenestration testing services.

If any of the foregoing statements is not applicable, please explain.

- A. The laboratory hereby agrees to promptly pay all fees and other expenses in accordance with NFRC 704.
- B. The laboratory hereby agrees to indemnify and hold harmless NFRC, its officers, directors, members, employees and agents from and against all liability whatever, including attorney's fees and expenses, arising from the decision by NFRC to grant, deny, suspend or revoke accreditation of the laboratory.
- C. If accreditation is granted by NFRC, the laboratory hereby agrees to indemnify and hold harmless NFRC, its officers, directors, members, employees and agents from and against all liability whatever, including attorney's fees and expenses arising from the laboratory's activities relating to testing or rating products under the NFRC Product Certification Program.
- D. If accreditation is granted by NFRC, the laboratory hereby agrees that it shall be subject to and shall comply with the NFRC Compliance Assurance Program.

The undersigned certifies that the information supplied above is correct and will notify NFRC promptly of any change in any of the information supplied.

The undersigned acknowledge that any false statement in this application is a ground for denial, suspension or revocation of accreditation.

Organization: _____
 By: (signature) _____
 Print name: _____
 Title: _____
 Date: _____