Juvenile Products Manufacturers Association Certification Program

Procedural Guide

Categories:

High Chairs (ASTM F404)
Non-Full Size Baby Cribs/Play Yards (ASTM F406)
Carriages & Strollers (ASTM F833)
Infant Walkers (ASTM F977)
Expansion Gates & Expandable Enclosures (ASTM F1004)
Full Size Baby Cribs (ASTM F1169)
Portable Hook-On Chairs (ASTM F1235)
Toddler Beds (ASTM F1821)
Infant Bouncer Seats (ASTM F2167)
Infant Bath Seats (ASTM F1967)
Stationary Activity Centers (ASTM F2012)
Infant Incline Sleep Products (ASTM F3118)
Infant Floor Seats (ASTM F3317)

Hand-Held Infant Carriers (ASTM F2050)
Infant Swings (ASTM F2088)
Bassinets & Cradles (ASTM F2194)
Portable Bed Rails (ASTM F2085)
Soft Infant Carriers (ASTM F2236)
Changing Tables (ASTM F2388)
Frame Child Carriers (ASTM F2549)
Children's Folding Chairs (ASTM F2613)
Booster Seats (ASTM F2640)
Infant Bath Tubs (ASTM F2670)
Bedside Sleepers (ASTM F2906)
Rockers (ASTM F3084)
Sling Carriers (ASTM F2907)

HOW THE JPMA CERTIFICATION PROGRAM WORKS

The Juvenile Products Manufacturers Association (JPMA) currently sponsors twenty-five (25) certification programs for Juvenile Products.

The purpose of the certification programs is to assure the consumer, by the presence of a certification seal (and listing in a directory), that the products bearing the seal are in compliance with the requirements of the current applicable ASTM standards and Federal requirements (16 CFR), which has been independently validated in accordance with ASTM E1906-97 (Standard Guide for General Requirements for Bodies Operating Product Certification Systems).

As sponsor of the program, JPMA retains appropriately accredited, independent testing laboratories, SGS, INTERTEK and BUREAU VERITAS, to perform the tests of samples on a periodic basis. Samples are tested for compliance with all sections of the applicable JPMA protocol requirements and the Procedural Guide for the certification program.

The program is open to all manufacturers, both members and non-members of JPMA, and to firms that market private brand models. Participation in the program is on a voluntary basis. All model numbers manufactured or directly marketed by a program licensee for sale in the United States must be in compliance with the current applicable JPMA protocol requirements for that manufacturer or distributor to be certified.

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**To obtain your log in information, email* jpma@jpma.org

SECTION 1 – DEFINITIONS

The following definitions are taken from the Standard Guide for General Requirements for Bodies Operating Product Certification Systems, ASTM E1906.

Administrator A person or organization designated by the sponsor of a certification program to perform the executive duties and record keeping required to manage the affairs of that program.

Alternate Test Facility Independent testing laboratory chosen by the Participant which is approved by the CPSC and accredited by an ILAC accredited assessor, (e.g., the American Association for Laboratory Accreditation -- A2LA), for the relevant field of testing of products.

Basic Model The representative product of a family of an identical construction/design. Each site of production will be certified as a separate base model.

Certification The procedure by which a product or service becomes certified.

Certification Seal An affixation to or marking on a product, or service document, on the package or container thereof, which includes a certification mark or symbol and other information required by or permissible under the program. It may consist of one or more seals, markings or nameplates.

Certified Attested by the producer or vendor under the procedures of Certification Program as satisfying the JPMA protocol requirements of the referenced standard(s) or specification(s).

Certifier The producer or vendor who certified that the product(s) or service(s) meets the requirements of the referenced standard(s) or specification(s).

Family A family is a combination of a basic model and the corresponding modification models that have the same construction/design.

Inspection The process of examining, measuring, testing, gauging, or otherwise comparing the unit of product or service with applicable provisions

	of referenced standards or specifications, and review of compliance with provision(s) of the certification procedure.
Modification Model	Any model that is structurally identical to the basic model and only differs in areas such as style number, color, etc. The differences from the basic model must not affect the model's compliance with the performance requirements of the JPMA protocols.
Program Participants	A manufacturer that is involved in the JPMA Certification Program. Program Participants test their products to confirm compliance to the relevant standard(s), and only distribute product models that comply with that standard.
Principal Laboratory	Independent testing and inspection agency designated by the JPMA (program sponsor), as the Program Administrator. This lab must receive all testing results from other laboratories including Supporting Laboratories and CPSC Accredited Laboratories
Represent-ative Sample	Samples that are identical to the certified product in all material respects. Samples that are known to be representative of the population of products manufactured since the last periodic test (or since the certification for the first periodic test). Samples are comparable to the unselected portion of the children's product population with respect to compliance to the applicable children's product safety rule(s)
Sponsor	An organization under whose authority a certification program is developed, promulgated, and financed, and with whose name the certification program is identified; the sponsor may delegate the operation and administration of a certification program to another party called the Administrator.
Supporting Laboratory	Independent testing and inspection agency designated by the program sponsor, JPMA. Tests performed by these laboratories must be transferred to the Program Administrator.
Third Party Testing Organization	A testing inspection agency other than one controlled by a producer(s)/vendor(s).
Validation	The process by which a separate determination is made by a third party that certification by the producer or vendor is, in fact, in accordance with the program requirements.

Validator	A third party organization that conducts the act of validation and is other than the producer or vendor or buyer.
Valid Date Code	A date code on the product indicating a date of manufacture after the date that JPMA approves the Application and Agreement for the applicable Certification Program.

The following definitions are taken from the JPMA/Manufacturers Application and Agreement:

1.4 **Program:**

The term "Program" refers to the JPMA Certification Program, which provides for the certification of a participant by a laboratory, as being capable of testing their product to confirm compliance to the standard(s) and only distributing product models that comply with the standard(s).

1.6 **Standard:**

The term "Standard" refers to the Standard Consumer Safety Specification, for the specific juvenile product, issued by ASTM International, any applicable Federal requirement(s) and JPMA protocols.

SECTION 2 – PROGRAM ROLES

2.1 Program Sponsor

The Juvenile Products Manufacturers Association, Inc. (hereinafter referred to as "JPMA") is the sponsor of the program. On matters pertaining to participation, Manufacturers Agreements, purchase of seals, etc. manufacturers shall communicate with the Administrator of the JPMA Certification Program:

Kelly Mariotti, JD, CPA, CAE
Executive Director
Juvenile Products Manufacturers Association, Inc.
1120 Route 73, Suite 200
Mt. Laurel, NJ 08054
(856) 642-4416
jpma@jpma.org

2.2 Independent Testing Laboratory/Validator

SGS (hereinafter referred to as "Laboratory", "Principal Laboratory" and/or "Program Administrator") is at present designated as the program's Principal Independent Testing and Inspection Agency and Program Administrator. On matters pertaining to pre-market certification, scheduling of field tests, sample collection, certification of modification model, etc, communication is directed to:

Piyush Shah
SGS North America
291 Fairfield Avenue
Fairfield, NJ 07004
973-461-7953
Piyush.shah@sgs.com

or

Scott Nesson
SGS North America
291 Fairfield Avenue
Fairfield, NJ 07004
201-247-9337
scott.nesson@sgs.com

Intertek and Bureau Veritas (hereinafter referred to as "Laboratory" or "Supporting Laboratory") are, at present, designated as the program's approved Supporting Independent Testing and Inspection Agencies. On matters pertaining to pre-market certification, scheduling of field tests, sample collection, certification of modification models, etc., communication are directed to:

Laxmi Ravikumar
Intertek Test Lab (ITS)
545 East Algonquin Road, Suite F
Arlington Heights, IL. 60005
312-906-7803
laxmi.ravikumar@intertek.com

Megan Bunn
Bureau Veritas (BV)
100 Northpointe Parkway
Buffalo, NY 14228
716-505-3697
Megan.Bunn@us.bureauveritas.com

You must choose which laboratory you want to work with for certification in each product category. The principal role of the Laboratory is to validate the manufacturer's certification.

You can choose to have testing done at one of the labs' overseas locations. Please contact their U.S. location for information.

Testing completed by Intertek or Bureau Veritas must be transferred to the Program Administrator (SGS). Testing completed by CPSC Accredited laboratories (see Section 4.7) must also be transferred to the Program Administrator.

2.3 Participants

Any manufacturer or importer (hereinafter referred to as the "Manufacturer"), whether or not a JPMA member, may participate in the program in accordance with the terms and conditions set forth in the Application and Agreement and the Procedural Guide. Application for participation in the program must be sent to the JPMA. (see Paragraph 2.1).

2.4 JPMA Certification Committee

The JPMA Certification Committee has complete responsibility for the development, modification and technical guidance of the program in order to ensure uniformity, equity, and continuity.

SECTION 3 – PROGRAM DOCUMENTS

3.1 Application and Agreement

The application and agreement must be completed in advance of requesting testing. The application and agreement are online forms located under the Certification Program menu of www.jpma.org.

3.2 Laboratory Service Agreement

The agreement between JPMA and the Laboratory sets forth the responsibility of the Laboratory to assure that the Participant's products comply with the requirements of the certification protocols and for the laboratory to perform the tests and inspections as stipulated in the Procedural Guide (Paragraph 3.3).

3.3 Procedural Guide

The procedural guide is prepared by JPMA, approved by the JPMA Certification Committee and distributed by JPMA. It is the intent that this guide will outline and amplify the provisions of the Participant's and Laboratory Service Agreements for the guidance of those concerned with the operation of the program.

3.4 JPMA Certification Seal

A unique and distinctive seal which is registered by JPMA with the U.S. Patent Office is licensed for use by the Participant to indicate that a Participant is approved to certify compliance of all products to the current applicable ASTM Standard and Federal requirement(s). This seal may be placed by an approved Participant on all certified products. JPMA authorizes the program Participant to affix the JPMA Certification Seal to each of its' certified products provided that **EVERY** model has been approved as complying with the JPMA protocol requirements, **regardless** of who manufactures or distributes those products. *In addition, multi-use products (i.e., Convertible crib), must be certified in all applicable categories within the JPMA certification program.*

The Participant, in affixing the seal, certifies to JPMA and the public that each product so labeled complies with the applicable Standard(s). Please also refer to Certification Seal usage guidelines.

3.5 Directory of Certified JPMA Certification Program Participants (per category)

JPMA will prepare and publish online a directory listing of all certified participants. Notification of the Directory will be distributed by JPMA in a manner and at a cost that allows all interested parties to have access to it.

Directory listing of ALL participants in the JPMA certification program is MANDATORY.

SECTION 4 – OUTLINE OF TESTING PROCEDURE

After the participant has completed the Application and Agreement (See Paragraph 3.1), the following steps must be completed **before** JPMA approves the Application and Agreement. Upon successful completion of the following steps and based on notification by the Laboratory, JPMA will issue an approval signifying the participant is certified for the product category listed.

4.1 Model Families

4.1.1 Basic Models

All basic models must be tested in accordance with Section 4.2 and 4.3. A complete model list (Form A) must be submitted to JPMA.

The model list and pictures of all modification models must be updated in the Program Administrators electronic system as new base or modification models are added. At a minimum a program participant must update the model list each calendar quarter.

4.1.2 Modification Models

The Participant shall document similarities in models to justify that certain tests need not be repeated for each model number. If the modification, in the judgment of the Laboratory and based on the CPSC definition of a material change in the product's design or manufacturing process, requires additional tests to determine compliance with specific requirements of the Standards, these individual tests shall be conducted by the laboratory or the Participant may refer a dispute to the JPMA Certification Committee for resolution.

A modification model shall be structurally identical to the basic model such that any differences must not affect the model's compliance with the performance requirements of the standard.

4.1.3 Sample Identification

4.1.3.1 Ongoing Test Samples

Regardless of whether the samples are selected by the Participant or selected by the Laboratory, provision for identifying the samples selected for testing is required.

4.1.3.2 Pre-market Test Samples

For the pre-market certification selection of a model by the Participant, the manner and means, at the option of the Participant, of identifying the design of the sample tested shall be by (a) retention of the tested sample, or (b) sample from the same production lot or (c) documentation that defines the design of the model (e.g. - Bill of Materials, drawings of the complete sample, etc.). This information shall be retained on file at the Participant's factory for twelve months, and shall be made available to the Laboratory upon request.

4.1.3.3 Documentation by Component Parts.

Program Participants choosing to pursue component part testing as part of the certification testing must provide all of the information indicated in section 4.9 and a Letter of Certification from the participant or from a third party in either hard copy or electronically to assert compliance to the specific sections of the applicable standards and regulations under the JPMA program. The letter must attest to compliance to all the provisions of 16CFR1109 federal regulation for component part_testing.

See Appendix A for a sample Letter of Guarantee

4.1.4 Representative Sample

If a manufacturer chooses to follow the procedures outlined in Section 4.2., they must provide a "representative sample". Program Participants can refer to the JPMA Certification Program Definitions to ensure they are meeting the requirements of a representative sample. Program Participants will be required to certified by signature via the test report form (for example see Form C) that the sample is representative of the population of products manufactured since the last periodic test

4.2 Pre-Market Certification

Pre-Market Certification can refer to (1) the first time that a Manufacturer submits samples for testing as a new Program Participant or (2) preliminary testing of a product that is new to the market.

JPMA notifies the Laboratory that the Participant has signed the Application and Agreement (See Paragraph 3.1) The Participant will send Form A (model listing attached in excel format) to JPMA. The participant will send forms B (Request for Certification) & C (Test Request Form) to the laboratory as chosen by the program participant.

The applicant must make arrangements with the appointed laboratory for product testing. All products submitted for testing to the laboratory are at the participant's expense. The Laboratory shall notify JPMA once the following steps are successfully completed or the participant elects to discontinue the process to become certified.

After initial Pre-Market Certification, participants are required to test and verify the compliance of all subsequent new models prior to shipment.

Participants can choose from the following options to submit sample(s) for Pre-Market Certification

4.2.1 Samples selected from representative lot by Principal or Supporting Laboratory

JPMA notifies the laboratory that the Program Participant has chosen to have the lab select a representative sample(s) from the manufacturer's initial production. The sample quantity will be determined between the participant and the laboratory in order to attain one test result. The Program Participant must provide Certification indicating that the sample selected is representative of their production. The Laboratory will test in accordance with the appropriate JPMA protocol requirements.

4.2.2 Samples selected from representative lot by Independent Third Party Sampling Agency/Laboratory

The program participant has the option to use any independent third party sampling agency/laboratory to select a representative sample from the manufacturer's initial production. It is the Program Participant's responsibility

to coordinate sample selection with the independent third party. JPMA notifies the Principal or Supporting Laboratory that the Program Participant has chosen to have another agency select the sample from the manufacturer's production. The sample must be submitted to either the Principal or Supporting laboratories for testing. The sample quantity will be determined between the participant and the JPMA Certification Program approved lab in order to attain one test result. The Program Participant must provide Certification indicating that the sample selected is representative of their production. The Laboratory will test in accordance with the appropriate JPMA protocol requirements.

4.2.3 Samples selected from representative lot by Program Participant

JPMA notifies the lab that the Program Participant has chosen to select and submit their representative sample(s) to the laboratory. The sample quantity will be determined between the participant and the laboratory. The Program Participant must provide Certification per Appendix B attached indicating that the sample selected is representative of their production. The Laboratory will test in accordance with the appropriate JPMA protocol requirements.

4.2.4 Product Failure

All failures identified in testing shall be addressed per section 6.

4.2.5 Test Results

Pre-Market Certification test results are valid for a maximum of 12 months. Test results from JPMA Supporting labs (BV & ITS) must be transferred to the Program Administrator (SGS) to fulfill the requirements of the program. The manufacturer must ensure that the Supporting lab has transferred test results to the Program Administrator to fulfill the requirements of the program.

4.3 Annual Testing/Production Surveillance Testing

The Participant will test one basic model and/or modification model for each family annually with either the Principal Laboratory, Supporting Laboratories, or if applicable, CPSC Accredited Laboratory (see Section 4.8). The samples(s) selected must be in accordance with the sampling options described in 4.2.1, 4.2.2 or 4.2.3. The chosen sample selection option must be communicated to JPMA and the chosen laboratory. The Program Participant must provide Certification indicating that the sample(s) selected is representative of their production. The sample quantity for each family will be determined between the participant and the Laboratory

The attributes that are shared by all models in the family can be tested by one base or modification model in that family. Any attributes that are particular to specific models within the family must be tested additionally on an individual basis.

4.3.1 Product Failure

All failures identified in testing shall be addressed per section 6.

4.3.2 Test Results

The production surveillance test must be conducted on or before the end of the 12-month period following the date of the prior production surveillance test. Test results from JPMA Supporting Laboratories (BV & ITS) or CPSC Accredited laboratories must be transferred to the Program Administrator (SGS) to fulfill the requirements of the program. The manufacturer must ensure that the Supporting laboratories or CPSC Accredited Laboratories have transferred test results to the Program Administrator to fulfill the requirements of the program.

4.4 Product Changes

The participant shall retest a sample of a model whenever a material change has been made to the product.

A material change to the product, as defined by the CPSIA, can be any change that could affect a product's ability to conform to a product safety rule, including a product design change, a change in the manufacturing process, or a change in the supplier of a component part. When testing because a material change has occurred, manufacturers should only need to assess the product's conformity with the requirements that might have been impacted by the change.

4.5 Selection of Test Standards

The participant shall be responsible for the selection of the Test Standard to be used for the evaluation and testing of the submitted product, In the event that a question arises as to the appropriate Standard to apply to the submitted product, the Laboratory may propose the use of a different Standard. If the Participant objects to the proposal from the Laboratory, then the Laboratory shall inform JPMA that an interpretation on the application of the Standard(s) will be requested from the relevant Standard Development Organization via ASTM. At that time the ASTM will add the interpretation request to the agenda for the next meeting of the appropriate committee. The laboratory shall be responsible for maintaining documentation of the interpretation received. The Laboratory shall inform the Participant of the result of the inquiry so that the Participant

may elect whether to proceed. The Laboratory shall also notify JPMA of the Standard selection issue prior to proceeding with evaluation and testing of the submitted product.

4.7 Alternate Accredited Test Facilities

The program only allows use of the JPMA principal and supporting laboratories unless otherwise noted for sections 4.2 and 4.3 except for Component part testing as described in section 4.9. Component part testing can be allowed from other CPSC accredited laboratories but that data must be accepted by the JPMA Program Administrator, or Supporting laboratories in confirming certification or acceptable annual testing. Where the CPSC has not identified accredited laboratories for specific tests in question, the participant shall be required to use the Principal or Supporting Laboratory until such time that accreditation is granted to alternative laboratories.

4.8 Transfer of Test Results

Participants are allowed to transfer physical, chemical and flammability test results from previously tested product/component/material to satisfy the requirements of *4.2 Pre-Market Certification* and *4.3 Annual Testing/Product Surveillance* of the JPMA program if the following conditions are met.

4.8.1 Results can be transferred as long as the testing was done at the Principal or Supporting Laboratory. Results can be transferred from any other laboratory as outlined in 4.8.4 to fulfill the requirements for Pre-Market Certification & Annual Testing / Production Surveillance.

4.8.2 The product/component/material represented in the test report is identical to the product/component/material being considered in all material respects that are pertinent to the specific citation being transferred.

4.8.2.1 Physical (non-ASTM), chemical/analytical and flammability testing transfers require that the physical, chemical/analytical or flammability attributes of the product/component/material represented in the test report be equivalent to those of the product/component/material under consideration. These attributes must be identical in construction, or material and constitution or any other physical or chemical characteristics which may have a bearing on the test outcome or determination of whether or not the product/component/material complies with the citation.

4.8.2.2. With the exception of those listed in Appendix B, ASTM physical and mechanical testing is not transferrable unless performed

by the Principal or Supporting Laboratories and transferred to the Program Administrator. This excludes modification models that meet the requirements of 4.1.2.

4.8.3 The sample collection process for the product/component/material represented in the test report shall have been a representative sample and thus equivalent to the process outlined in section 4.2 of the JPMA program.

4.8.4 The certifying test laboratories issuing the test report under consideration must have been accredited by the CPSC for the citations under consideration at the time of the report issuance. This is only applicable to those citations that have mandatory federal requirements for which accreditations exist. Where no Federal requirement exists, only the JPMA Principal or Supporting laboratories can perform testing and the test laboratories shall have employed the same or more severe test methods to those required by the citation in determining compliance to the citation.

4.8.5 All referencing test reports must meet the following criteria

4.8.5.1 If the test report is older than 6 months the program participant must supply a Letter of Guarantee claiming equivalence of the product/component/material. No report referencing testing older than 12 months from the date of manufacture is valid.

4.8.5.2 The reference report shall indicate appropriate identification, model number, part or reference number or product description.

4.8.5.3 The reference report shall include a photo of the product/component/material that was tested.

4.8.6 Participants choosing to pursue the transfer of test results must provide the validating test laboratory, in either hard copy or electronically, the following information to assert compliance to section *4.8 Transfer of Test Results* of the JPMA program:

- The reference test report
- A Letter of Guarantee claiming equivalence of the product (see Appendix A for example)
- A completed test request indicating request for transfer (see Appendix B for example)

4.8.7 The JPMA test laboratory validator has the authority and responsibility to review the conditions of the request to determine if the aforementioned requirements under 4.8 are met.

4.9 Component Part Testing

Participants may employ component part testing to meet, in whole or in part the requirements of ***4.2 Pre-Market Certification*** and ***4.3 Annual Testing/Product Surveillance*** if the following conditions are met.

4.9.1 Testing of the component part is sufficient to assess compliance, in whole or in part, of the finished product with the applicable citation.

4.9.2 Finished product certificates may be based on any combination of:

- ☐ Component Part Testing
- ☐ Component Part Certification
- ☐ Finished Product Testing
- ☐ Finished Product Certification

4.9.3 The component part represented in the test report is identical to the finished product/component/material being considered in all material respects that are pertinent to the specific citation being transferred.

4.9.3.1 Physical component part testing requires that the physical attributes of the component be equivalent to those of the finished product component under consideration. These attributes must be identical in construction or any other physical characteristics which may have a bearing on the test outcome in determining whether or not the finished product component complies with the citation.

4.9.3.2 Chemical/Analytical component part testing requires that the chemical attributes of the component be equivalent to those of the finished product component under consideration. These attributes must be identical in material and constitution or other chemical characteristics which may have a bearing on the test outcome in determining whether or not the finished product component complies with the citation.

4.9.3.3 Flammability component part testing requires that the flammability attributes of the component be equivalent to those of the finished product

component under consideration. These attributes must be identical in material and constitution or other chemical characteristics which may have a bearing on the test outcome in determining whether or not the finished product component complies with the citation.

4.9.4 A BOM along with an identification of component part tested, an identification of a lot, batch number or production interval for which the testing applies, and the referencing test report must be provided to the laboratory and meet the following criteria:

4.9.4.1 If the test report is older than 6 months the program participant must supply a Letter of Guarantee claiming equivalence of the product/component/material. No report referencing testing older than 12 months from the date of manufacturer is valid. Exception: If the model number and/or date code and batch number on the test report are exactly the same as the submitted product/component/material, or the test report represents the latest inventory of the component. i.e. – new inventory has not been purchased since the last test report.

4.9.5 Participants choosing to pursue component part testing must provide a Letter of Guarantee to the validating test party in either hard copy or electronically to assert compliance to section ***4.9 Component Part Testing*** of the JPMA program. The letter must also attest to compliance with all the provisions of 16CFR1109 (see appendix B):

4.9.6 Participants choosing to transfer component part test results from a previously issued test report to meet, in whole or in part, the requirements of ***4.2 Pre-Market Certification*** and ***4.3 Annual Testing/Product Surveillance*** must comply with the requirements in ***4.8***

4.10 Disposition of Test Samples

Participants have two options for disposing of samples
A) Having the Laboratory dispose of the samples after a 30-day period
or
B) Having the Laboratory ship the samples back to the Participant at the Participant's expense, unless the Laboratory has reason to retain the sample(s)

NOTE: Failures will be retained by the Laboratory for one year. Test failures will be made available to the manufacturer to view but will be retained by the Laboratory. After one year, the disposition of the sample will revert to option A or B above.

SECTION 5 – USE OF SEALS

5.1 Notification of Compliance

After Pre-Market Certification by the Laboratory, JPMA and the Participant shall be notified by the laboratory of the Participant's compliance with the Standard.

5.2 Upon receipt of a certificate (letter) of approval from the Laboratory that a Participant's products have been approved, the Participant will receive from JPMA the art work for the JPMA Certification Seal to allow the Participant to identify certified models. Identification may be by means of hang tags, labels, or point of sale material on the product; identification may also include the seal in carton graphics and in advertising for certified models. Please refer to the Certification Seal usage guidelines for additional information.

SECTION 6 – NON-COMPLIANCE

No Participant shall be listed in, or withdrawn from, the Directory of Certified Participants by the Laboratory unless the Administrator and Participant have received respectively a Notice of Certification or Notice of Non-Compliance from the Laboratory.

6.1 Determination of Compliance

The Laboratory is the sole judge of the compliance of Participant's product(s) with the Standard for the purpose of initial testing, annual testing and challenge testing.

6.1.2 If during any testing, a failure occurs, the Participant and the Laboratory shall follow the guidelines in sections 6.2. or 6.3.

6.2 Pre-Market Certification (Initial Testing)

If a test failure occurs during initial testing, it is the responsibility of the Laboratory to notify the Participant of the Non-Compliance immediately.

6.2.1 Laboratory issues Fail Report to Program Participant.

6.2.2 Program Participant verify failure or challenge the test based on test results.

6.2.3 If failure is valid, the participant must re-submit product for complete testing or at a minimum submit for a partial test with documentation of what is to be tested based on the previous test failure. (e.g. Labeling)

6.2.4 The Program Participant must re-submit for Initial Certification.

If the participant believes the test conducted by the Laboratory is invalid, the participant has the option of having the physical test redone without corrective action. If the retest results in a pass, the previous test is invalidated. If the retest results in another failure, the failure is substantiated and participant must re-submit a new sample for Pre-Market Certification.

6.3 Annual Testing

If a test failure occurs during annual testing or challenge testing at the Laboratory, the following procedure is to be adhered to.

6.3.1 The Laboratory issues a Non-compliance Report identifying the source of the failure to comply and JCAR to the Program Participants / factory.

6.3.2 The Program Participant / factory verify failure or review testing to challenge the *JCAR*

6.3.3 If a failure is confirmed, the Program Participant / factory quarantines the product and implements the appropriate remedy.

6.3.4 The JCAR process is implemented

6.4 Notice of Non-compliance

Upon receipt of a notice of Non-Compliance and JCAR, it is the responsibility of the Participant to contact the Laboratory within fourteen (14) working days of the receipt of the notice to establish terms for resolution of the JCAR. The Participant shall exercise one of the following options:

6.4.1 Appeal to the Manager of the Laboratory's Product Certification Division, stating the reasons why the Laboratory should retest the model.

6.4.2 Submit an action plan to the Laboratory for approval to correct the Non-Compliance. The Participant will have up to 60 days to resolve the problem and submit a written report to the Laboratory to close the JCAR

6.4.3 Discontinue participation in the Program. JPMA will remove the Participant from the list of Certified Manufacturers.

6.5 If the JCAR is not resolved with the Laboratory and/or JPMA within 60 days from initial receipt of the JCAR, the Participant will be notified that the participant will be decertified from the program and all Certification seals must be removed from all non-compliant inventories unless JPMA grants an extension.

6.5.1 If a Participant accepts the Notice of Non-Compliance as valid and elects to be decertified by selecting this option it may not be recertified until one year (12 months) from the date of decertification.

6.6 Challenge Procedure

Any Program Participant in attempting to overturn a claim of non-compliance for that participant's product must submit supporting data concerning the claim against a Participant's model to the JPMA Administrator. The JPMA Administrator shall submit such data to the Laboratory for determination of validity.

6.6.1 If the claim of non-compliance is substantiated by the Laboratory, the noncomplying Participant shall be notified and required to choose one of the three (3) options described in Section 6.4.

6.6.1.1 The Participant, in this situation shall reimburse the JPMA Administrator and/or the Laboratory for all test costs and other expenses which may have been incurred in responding to the challenge.

6.6.2 If the claim of non-compliance is not substantiated by the Laboratory, then the challenger initiating the claim shall reimburse the JPMA Administrator and/or the Laboratory for all test costs and other expenses which may have been incurred incident to the complaint.

6.6.2.1 Under these circumstances, the Administrator shall notify the alleged non-conforming Participant in writing that the claim has not been substantiated.

SECTION 7 – CONFIDENTIALITY

Participation in this program involves disclosure of certain confidential information to JPMA and/or the Laboratory. All information shall be handled as listed below:

1. JPMA and/or Laboratory may be exposed to information or gain knowledge as a result of being involved with a Participant that otherwise would be known only to employees of the company. It is incumbent on all JPMA and/or Laboratory personnel to be sensitive to confidential information and hold such knowledge in confidence.
2. All test results generated by the Laboratory and those submitted by the Participant shall be considered confidential.

3. During Optional In-plant Validation Testing, the Laboratory must be allowed access to test facilities and areas of the Participant's premises necessary to determine compliance with the Standard.
   The Laboratory shall maintain all information, procedures, manufacturing processes, test equipment, etc. in strictest confidence since they may be considered proprietary or a source of competitive advantage.
4. Any notice of non-compliance shall be confidential between JPMA, the Laboratory, and the Participant except in the case of a challenge procedure where the originator of the challenge will be notified of the results (compliance or non-compliance). However, when a Participant is delisted, this will be evidenced in the Directory on the JPMA Website.

SECTION 8 – FINANCING and FEE SCHEDULES

The JPMA Certification Program will be partially financed by a yearly participation fee paid by the Participants directly to the JPMA. The following fee schedule, which may be amended from time to time, is applicable to participation in the JPMA Certification Program.

Yearly Participation Fee

1. JPMA Members $2,288
2. Non-members $3,360

A. *Testing Fees*
The Laboratory will charge flat rate fee per product category (with a discounted price for JPMA members). Please see current Appendix D **JPMA Certification Program Test Prices** for JPMA Protocol and ASTM test prices from SGS, Bureau Veritas (BV) and Intertek (ITS).

B. *Inspection/Witness Testing at the Manufacturer's Plant or Distribution Facility*
Participants interested in conducting audits on their internal facilities have the option to utilize JPMA discounted services to do so. See Appendix E for guidance on pricing for internal quality inspection testing costs.

Form A

JPMA PRODUCT LIST

Program Participants should use the excel document below to complete the product list. Product lists must be reviewed and updated by participants on a quarterly basis.

Note: All models in a category distributed in the US must be certified. Multi-Use products must be certified in ALL applicable categories within the JPMA certification program.

INSTRUCTIONS FOR COMPLETING FORM A:

1) Fill in the basic model number in line 1.

2) Fill in the modifications to that basic model separated by commas if applicable. NOTE: A modification model shall be structurally identical to the basic model such that any differences must not affect the model's compliance with the performance requirements of the standard.

3) Fill in the product name and short description and how the modification differs from the basic (Limit 255 characters)

4) Fill in the product category (Ex. Strollers). Multi-use products must have a model listed for each product category.

5) Repeat on line 2 with the next basic model.

NOTE: If you participate in multiple categories, this spreadsheet can be used for all product categories. A new model list must be provided if you enter into a new product category.

Completed Product Lists must be sent to Lisa Trofe, ltrofe@jpma.org.

Form B

REQUEST FOR CERTIFICATION FOR _____

Representative Samples are identical to the product in all material respects. Samples that are known to be representative of the population of products manufactured since the last periodic test (or since the certification for the first periodic test). Samples are comparable to the unselected portion of the children's product population with respect to compliance to the applicable children's product safety rule(s)

Manufacturer: _____ Date: _____

Product Brand Name: _____ *Upon approval, distribution as follows:*

Model No.: _____ *1 copy to Manufacturer*
1 copy to be retained by Lab

We request Safety Certification approval of the above model in accordance with the test program established by JPMA. We certify that this unit as submitted for test is representative of our production and is a duplicate of the units designated by this model number that will be offered for sale.

MODEL DESCRIPTION: (Please include details on material, colors, etc as well as Photo)

IDENTIFICATION OF MODEL TESTED:

☐ Retention of Tested Sample ☐ Bill of Materials and Piece Part Drawings

We request certification approval of this model ☐ Basic ☐ Modification

Modification Model is similar to Model previously qualified with the following exceptions:

Participant Title

Signature _____ _____

CERTIFICATION

The ☐ Basic Model ☐ Was ☐ Tested
☐ Modification Model ☐ Was Not ☐ Evaluated

Per Job No. _____ Under the JPMA Voluntary Certification Program.

☐ And complies with the requirements of ASTM F_____Standard Consumer Safety Specification for _____

☐ Based upon the above affidavit and warranty by the Manufacturer.

Laboratory Signed _____ DATE: _____

FORM C
Rec'd _____
Processed On:_____
Report No.: _____

JPMA TEST REQUEST FORM/REQUEST FOR TRANSFER

It is extremely important, for record keeping purposes, to submit participant (manufacturer company) name and information on this form. If the factory is submitting product for testing on behalf of a client, the factory information may be included below the participant information.

JPMA Participant Company:		JPMA Participant Contact:	
Address:		Purchase Order No:	
City, State, Zip:		Telephone:	
Country:		Fax:	
		E-mail:	

☐ **Billing Address (if different from above):**

Factory:		Factory Contact:	
Factory Address:		Purchase Order No:	
City, State, Zip:		Telephone:	
Country:		Fax:	
		E-mail:	

SAMPLE INFORMATION:

Sample Type:	No. of Samples:	
Model No.:	Date of Manufacture/Date Code:	
Product Name:		
Model Type: ☐ Basic Model	☐ Modification Model	

TEST DESCRIPTIONS

Please note the number of samples, by product category, which are typically required by each lab. This number is indicated in parentheses below. Sending less than the requested number of samples can result in a delay in your testing process. If you have questions or would like to confirm the number of samples you should send, you should discuss with your lab representative during the quote process.

☐ Bed Rails (Portable), ASTM F2085 & 16 CFR 1224 (3)	☐ High Chairs, ASTM F404 (3)
☐ Bassinet & Cradles, ASTM F2194 & 16 CFR 1218 (3)	☐ Hook-On Chairs, ASTM F1235 & 16 CFR 1233 (3)
☐ Bath Seats (Infant), ASTM F1967 & 16 CFR 1215 (3)	☐ Play Yards ASTM F406 & 16 CFR 1221 (2)
☐ Bouncers (Infant), ASTM F2167 (3)	☐ Stationary Activity Centers, ASTM F2012
☐ Carriages/Strollers, ASTM F833 & 16 CFR 1227 (3)	☐ Swings (Infant) ASTM F2088 & 16 CFR 1223 (3)
☐ Carrier Hand Held (Infant), ASTM F2050 & 16 CFR 1225 (3)	☐ Toddler Beds, ASTM F1821 & 16 CFR 1217 (2)
☐ Carrier, Soft (Infant) ASTM F2236 & 16 CFR 1226(3)	☐ Walkers, ASTM F977 & 16 CFR 1216 (3)
☐ Full Size Crib, ASTM F1169 & 16 CFR 1219 (1)	☐ Frame Child Carriers, ASTM F2549 (3)
☐ Gates & Enclosures, ASTM F1004 (3)	☐ Children's Chairs & Stools, ASTM F2613 (3)
☐ Changing Tables/Pads/Units, ASTM F2388 (3)	☐ Booster Seats, ASTM F2640 (3)
☐ Bedside Sleepers, ASTM F2906 & 16 CFR 1222 (3)	☐ Sling Carriers, ASTM F2907 (3)
☐ Infant Bath Tubs, ASTM2670 (3)	☐ Rigid Non Full Size Cribs ASTM F 406 & 16 CFR 1220 (2)
☐ ASTM F963, Toys	☐ Infant Inclined Sleep Products, ASTM F3118 (3)
☐ Fabric Testing (Mesh Sided Play Yard)	☐ Lead, 16 CFR 1303
☐ Infant & Toddler Rockers ASTM F3084 (3)	☐ **OTHER-SEE SPECIAL INSTRUCTIONS**
☐ Infant Floor Seats ASTM F3317 (3)	

TESTING TYPE:

☒ **NOTE: JPMA Master Protocol is required for all pre-market and annual testing.**
Testing ☐ Pre Market ☐ Annual ☐ JCAR No. _____ Follow Up
☐ **Re-Test** Previous Test Date: _____ Previous Report # _____
☐ **Check here to request CPSIA General Conformity Certificate / Children's Product Certificate (Required to complete section below.)** **Name of Importer of Record/Domestic Manufacturer:** **Mailing Address / Tel. No.:** **Date of Manufacture (MM/DD/YY):** **Place of Manufacture (City/Province/Country:**

REQUIRED TURNAROUND

☐ Regular (7 Working Days)	☐ 2 Day Rush (Surcharge Applies*)
☐ 3 Day Rush (Surcharge Applies*)	☐ 1 Day Rush (Surcharge Applies*)

* Surcharges vary by testing laboratory. Please contact the laboratory testing your product for exact charges.*

SAMPLE DISPOSITION

DISPOSITION OF SAMPLE: AFTER TESTING, SAMPLES ARE STORED FOR A PERIOD OF 30 DAYS. FAILED SAMPLES ARE RETAINED BY THE LAB FOR ONE YEAR. PLEASE CHECK THE APPROPRIATE BOX:
☐ Return Sample At Client's Expense- Via Fedex - Fedex No: _____
☐ Other Shipping Instructions:
☐ Destroy Sample ☐ Donate Sample

SPECIAL INSTRUCTIONS:

Date:		**Authorized Signature (Required)**	

APPENDIX - MASTER PROTOCOLS CHECKLIST

JPMA Citation	Supplement Protocols	Doc Acceptance (if any)	Document Number
1	California Proposition 65	Test Report	
2	Electronic Products	FCC website	
3	Bedding and upholstered furniture labeling	MCD	
4	Country Of Origin		
5	CARB formaldehyde document and label review	MCD	
6	Tracking labels for children's products		
7	Registration Card for Durable Nursery Product	Test Report	
9	Labeling Review – Battery Operated Product		
10	Electrically Operated Toys		
11	Transformer UL/ETL or equivalent Labeling	Test Report	
12	Toys Labeling Review - magnets		
13	Care Label	MCD	
15	Plastic sheet / bag requirement		
16	Touch up paint	MCD / Test Report	
17	Instruction Review		
18	UPC #, Item number or style number		
19	Food Contact Materials	MCD / Test Report	
20	Hazardous Liquids	Test Report	
21	Flash point of combustible liquid	Test Report	
22	Phthalate contents - 7	BOM Test Report	
23	Soluble heavy metal contents in surface coatings	Test Report	
24	Soluble heavy metal contents in substrate materials	Test Report	
25	Total lead content in substrate materials	Test Report	
27	Total lead content in surface coatings	Test Report	
28	Total mercury content in batteries	MCD	
30	Juvenile Products		
31	Juvenile Products – Battery Operated	MCD / Test Report	
32	Toy Accessories		
33	Electrically operated products - document review		
34	UL/ETL Testing	MCD / Test Report	
35	Toxics in Packaging (TPCH)	MCD / Test Report	
36	Mechanical hazards - magnets		
37	Mercury - Total Content	Test Report	
38	Illinois lead content in surface coatings		
39	Sharp points / edges		
40	Mechanical hazards		
41	Torque and Tension Tests		
43	Flammability of Clothing Textiles		
44	California technical bulletin 117 flammability	MCD / Test Report	
45	California technical bulletin 116 flammability	MCD / Test Report	
46	Flammability of solids		
47	Fiber analysis: quantitative	MCD	
48	Overall dimensions and weight	MCD	
49	Flame Retardants	MCD	

MCD = Manufacturer Conformity Declaration

Form D

JPMA CORRECTIVE ACTION REQUEST (JCAR)

Client:	JCAR No.		Date:
Address:			
City:	State:	Zip:	Phone:
Contact:	Laboratory Auditor:		
Product:	Model:		
Discrepancy Note:			
Corrective Action Plan Due Date – Return no Later Than:			
Client Corrective Action Plan:			
Implementation Date for Corrections:			
Client Signature:			
Corrective Action Plan is: □ Adequate □ Inadequate			
Correction Due Date:			
Laboratory Follow-up Requests:			
Laboratory Final Comments:			
Correction Test Results: □ Pass □ Fail			
Laboratory Signature			Date:
Certification Manager Concurrence:			Date:

APPENDIX A

Letter of Guarantee (on your company's letterhead)

We hereby guarantee that the product(s)/component(s) (product description and model Number/part identification) evaluated under report number (insert report number) dated (insert date) is consistent with the submitted product(s)/component(s) for report number (insert report number). Please accept this letter of guarantee in lieu of testing for (insert test here).

This certificate serves as an acknowledgement that the components supplied for testing meet the intent of all requirements set forth in the conditions and requirements for testing component parts for compliance within the JPMA program. We certify that traceability records are maintained for all component parts, that due care is exercised to maintain the integrity of the testing results, and that all of the provisions of 16CFR1109 have been met for component part testing.

COMPANY NAME:
ADDRESS:
CERTIFIED BY:
(Name) (Signature)
(Title) (Date)

Important Note:
1. Guarantee Letter should be typed on your company letterhead.
2. It should be signed by an authorized person with the name printed at the signature block
3. Your company chop has to appear at the signature block.

APPENDIX B

ASTM Test Results Transferable under Section 4.8

1. ASTM F963

Appendix of Changes

*06/14/2018 – Updated prices to 2018 rates. Updated Form A. Updated contact information for BV. Corrected various typos.
01/02/2017 – Updated prices to 2017 rates.
02/10/2016 – Updated prices to 2016 rates. Updated TRF.
09/30/2015 – Updated contact information.
12/11/2014 – Updated pricing for 2015. Updated TRF.
10/22/2014 – Added Rockers (F3084). Updated contact information for BV.
3/19/2014 – Updated contact information for ITS. Corrected typo in 4.8.2.2, which named an incorrect appendix.
1/08/2014 – Updated JPMA staff and laboratory contact information, due to personnel changes. Deleted reference to product surveillance fees ($25 to review model lists) as it has never been charged.
10/24/2013 – Updated contact information for accuracy, and corrected a typo in 4.8.6, which referred to appendices.
8/29/2013 – Updated link to model list template.
2/21/2013 – Clarified language in section 4.5 – Selection of Test Standards