



Memorandum

Date: Monday, February 29, 2016
TO: NFRC Certification and Inspection Agencies
FROM: Sherri Wendt, Technical Specialist
SUBJECT: Release of 5 Year Certification Cycle to CPD

Dear NFRC Inspection Agency,

This memo announces a redesign of the NFRC Certified Products Database (CPD) and Attachment Products Directory (APD) to introduce the Five-year Certification Cycle beginning February 29, 2016. On this date all uploads processed as a “New” or “Recertified” product line will meet the expiration date requirements of the NFRC 700-2016: Section 5.1 (Granting of Certification Authorization for new product lines); and Section 5.6 (Recertification of product lines).

Will the CPD carry the load?

In preparation of the expectation that manufacturers may have requested their IA to conduct certification authorization starting at the implementation of the five-year certification cycle, NFRC staff conducted a thorough and systematic test on the CPD servers. Staff testing had 500 spreadsheets uploaded between the simulation and test laboratories, staff representing each IA in publishing product lines to existing manufacturers and their product lines. NFRC staff successfully uploaded over 200 product lines and published 168 of those into product lines in less than 5 hours.

The testing verified that the CPD/APD can handle laboratories uploading spreadsheets of all sizes, and all Inspection Agencies generating product lines of all sizes and various report types with the current rules practiced every day. Staff concluded that this testing in one day exceeded the average monthly load on the servers.

How are expiration dates calculated?

Expiration dates are automatically calculated by the CPD/APD per the requirements in the NFRC 700-2016 Section 5.

1) New Product Line (with validation by baseline):

Section 5.1.C: Initial certification authorization shall expire five years from the physical test date.

- a. How the CPD will calculate this requirement: Add 5 years to a physical test date from the Test Lab upload.

2) New Product Line (with no validation testing):

Section 5.1.C.i: For product lines that do not require validation testing, the initial certification authorization shall expire five years from the simulation report date. (i.e. Sim Only or Test Only products.)

- a. How the CPD will calculate this requirement: Add 5 years to a simulation report date from the Simulation upload.

3) Recertified Product Line (with validation by baseline):

i. Section 5.6.B.i: If recertification occurs earlier than 6 months prior to the certification expiration date, the new certification expiration date shall be four years from the recertification test date.

- a. How the CPD will calculate this requirement: Add 5 years to the recertified physical test date.

ii. Section 5.6.B.ii: If recertification occurs within six months prior to the certification expiration date, the new certification expiration date shall be five years from the previous expiration date.

- a. How the CPD will calculate this requirement: Add 5 years to the previous expiration date.

iii. Section 5.6.C: If recertification is completed before the six-month extension is expired, the new certification expiration date shall be five years from the previous certification expiration date.

- a. How the CPD will calculate this requirement: Add 5 years to the previous expiration date.

iv. Section 5.D: If recertification occurs more than six months after the certification expiration date, the new certification expiration date shall be five years from the recertification test date.

- a. How the CPD will calculate this requirement: Add 5 years to the recertified physical test date.

4) Recertified Product Line (with no validation testing):

For product lines that do not require validation testing, the certification authorization shall expire five years from the simulation report date (i.e. Sim Only or Test Only products.) for the following instances:

1. Section 5.6.B.i: If recertification occurs earlier than 6 months prior to the certification expiration date.
2. Section 5.6.D: If recertification occurs more than six months after the certification expiration date.

- b. How the CPD will calculate this requirement: Add 5 years to a simulation report date from the Simulation upload.

Calculations for expiration date in the APD are the same as above; except, when applicable, instead of the physical test date, the expiration date will be calculated from the Simulation Date as entered on the APD Simulation upload.

What if the expiration date isn't correct?

An IA still has the ability to manually change the date by selecting "Edit Product Line" and typing the correct date in the header.

A product line has been approved for expansion but there is not a notification stating the processing has begun; what should I do?

Due to the expectation that manufacturers have requested processing of their product lines at the implementation on March 1st, the report is in-line in the expansion queue and will be processed in the order received. Make sure to refresh the Notifications list as new notifications will be listed when available.

After publication is complete it is best practice to view the Manufacturer's product line to verify that all the options have completed publishing.

An upload was queued for publication on Friday, February 26, but there is not a notification that it has been completed.

Send an inquiry to support@nfr.org with the issue and provide detailed information: manufacturer, product line number, simulation and/or test report number.

A PCP participant is asking how the CPD is determining their expiration dates, where can I direct them?

Participants can download the NFRC 700-2016 to read the full requirements of initial and recertification expirations of product lines. Or you may wish to direct them to the CPD Info page where the explanation of expiration calculations is described on the [CPD Info FAQ page](#).

They may also send an inquiry to support@nfr.org, where their request will be answered in the order it is received.

What if my publication doesn't work?

Send an inquiry to support@nfr.org with issue and provide detailed information: manufacturer, product line number, simulation and/or test report number.

NFRC Staff and NFRC Tech Partners will have their full attention on the CPD/APD and support any issues that may arise after the release. Please email the [CPD Support](#) if you have any issues or questions about the CPD or APD.

Respectfully Submitted



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