



# NFRC CAP Bulletin 2007-01

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**PROGRAM:** Certification Agency Program (CAP)  
**DATE:** October 15, 2007  
**SUBJECT:** Certification Agency Update and Other Related Items

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This edition focuses on recent updates pertinent to the Certification Agency Program and is provided for general information purposes only. For additional information on any of these items, please reference the applicable program document on the NFRC website, [www.nfrc.org](http://www.nfrc.org), or contact NFRC staff at 301-589-1776; fax: 301-589-3884; email: [jmccracken@nfrc.org](mailto:jmccracken@nfrc.org)

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**Item 1: NFRC has moved: the new address is as follows:**

NFRC  
6305 Ivy Lane, Suite 140  
Greenbelt, MD 20770

**Item 2: The IA is responsible for maintaining all licensing requirements set forth in the CAP: new requirement.**

**1.2.C:** The IA is responsible for maintaining all licensing requirements set forth in this CAP. If the IA is found to be in non-compliance to any license requirement, licensing may be subject to probation, suspension, or revocation by the NFRC Certification Policy Committee. A fine may also be assessed and imposed pursuant to the provisions of the Compliance and Monitoring Program.

**Item 3: IA Operations Manual: new language to reflect NFRC IA Operations Manual**

**3.2.2.5:** Each IA shall have a copy of the current NFRC Certification and Inspection Agency (IA) Operations Manual, as amended from time to time by the Certification Policy Committee (CPC) and approved by the Board of Directors, which describes the procedures and policies of the IA's NFRC-licensed services.

**Item 4: Quality Control Program and Quality Control Manual: new requirement**

**3.2.3:** Each licensed IA shall maintain an internal quality control program, which meets the criteria of this section. **The program shall be set forth in a stand-alone manual and shall contain, at a minimum, the following:**

**Item 5: Periodic Review: change in language from “shall” to “may.”**

**4.2.E:** In the event that the deficiencies have not been remedied by the conclusion of the specified time period, in the judgment of the NFRC Inspector (and pending CPC approval) , the NFRC Inspector shall immediately place the IA on probation or suspend the IA's license by issuance of a Notice of Suspension. The NFRC Inspector shall re-evaluate the IA, which may include a re-inspection, if deemed necessary by the NFRC Inspector, prior to issuance of a Notice of Probation

or Suspension. **Probation or suspension may be appealed in accordance with the procedures set forth in Section** Error! Reference source not found.. Probation or suspension shall be withdrawn by the NFRC Inspector, pending CPC approval, upon the determination by the inspector, which may require a re-inspection, that the deficiencies have been remedied.

**Item 6: Inter-Agency Comparison: *change in language.***

The term “Round Robin” will no longer be utilized and will be replaced with “Inter-Agency Comparison.” throughout the CAP document.

**Item 7: Workshops : *change in requirements***

- 4.5.A** Each IA shall assure that at least one of its NFRC-recognized Individuals-in-Responsible-Charge attends the regularly scheduled NFRC Certification **Agency** Program/IA workshop and combined **simulators, test lab, and IA workshop** at least twice every three years.

Each Individual-in-Responsible-Charge shall attend scheduled NFRC simulation and testing accreditation workshops at least twice every three years.

If, for any reason, attendance is less than the required two times per three-year period, the individual shall request in writing to be excused by the Certification Policy Committee (CPC). Upon approval by the CPC of the absence, the individual may, at the discretion of the CPC, continue as Individual-in-Responsible-Charge. If the CPC does not grant an excused absence, the individual shall be immediately suspended as the Individual-in-Responsible-Charge. If this person is the only IA designated as Individual-in-Responsible-Charge, the IA shall follow the provisions as stipulated in the CAP.

- 4.5.B** Failure of an IA to comply with this requirement shall result in **either a suspension of the IA's licensing and/or assessment of a fine.** Licensing shall be reinstated upon fulfillment of this requirement.

**Item 7: Appendix A: Application – *updated Section information only***

**Quality Control Program & Operations Manual**

Describe your organization's Quality Control Program, and how it will assure efficient, uniform and repeatable implementation of product certification in accordance with **Section 3.2.3** of the most current *NFRC CAP* document.

**Item 8: The CAP will be formatted according to NFRC Style Guidelines.**