

NFPA® 791

Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation

2014 Edition



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An International Codes and Standards Organization

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NFPA® 791

Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation

2014 Edition

This edition of NFPA 791, *Recommended Practice and Procedures for Unlabeled Electrical Equipment Evaluation*, was prepared by the Technical Committee on Electrical Equipment Evaluation and released by the Technical Correlating Committee on National Electrical Code®. It was issued by the Standards Council on July 5, 2013, with an effective date of July 25, 2013, and supersedes all previous editions.

This edition of NFPA 791 was approved as an American National Standard on July 25, 2013.

Origin and Development of NFPA 791

The Technical Committee on Electrical Equipment Evaluation was organized in 2008 by NFPA in recognition of the need for requirements for the qualifications and competency of third-parties performing field evaluations on electrical products and assemblies and to guide the process for field evaluations.

One means to demonstrate conformance of products to an applicable product safety standard is through certification. Historically, certification was accomplished through a laboratory investigation of a prototype or initial sample to determine compliance with the standard, with a system of ongoing follow-up inspections conducted to continue certification. The result was a “Certification,” “Listing,” “Recognition,” or “Classification” of the product as defined by various standards, including NFPA 70®, *National Electrical Code*®. These processes were formalized in several international standards, including ISO/IEC Guide 65, *General Requirements for Bodies Operating Product Certification Systems*, and ISO/IEC Standard 17020, *General Criteria for the Operation of Various Types of Bodies Performing Inspection*.

As the marketplace evolved, more and more products needed to be evaluated differently from the above system because they were already installed at the installation site. Another condition that did not fit the normal process and required some other process of evaluation was that some products needed to be evaluated but were not produced in quantities that fit the traditional certification model economically. The alternative process to meet the needs for evaluation of unique, modified, or other equipment beyond the manufacturing process became known as a “field evaluation.” The process used for field evaluations, by the nature of the work, is a blend of ISO/IEC Guide 65 and ISO/IEC Standard 17020.

In 2008, a task group identified the need to create two documents covering the performance of field evaluations of electrical equipment and used the following document as the basis for development: *Recommended Competency Guidelines for Third Party Field Evaluation Bodies*, which was developed by the American Council for Electrical Safety (ACES), a division of the American Council of Independent Laboratories (ACIL) (first edition, November 17, 2005).

The ACES document provided guidelines regarding the competency of firms that perform field evaluations. NFPA 791 and its companion document, NFPA 790, *Standard for Competency of Third-Party Evaluation Bodies*, provide their users with the ability to qualify who can complete field evaluations and how field evaluations specifically for electrical products are to be completed.

No changes were made to the 2014 edition of NFPA 791 other than updating the reference of NFPA 70®, *National Electrical Code*®, from the 2011 edition to the 2014 edition.

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Committee Scope: This committee shall have primary responsibility for documents covering the performance of field evaluations of electrical equipment. This committee shall also have primary responsibility for documents on the competency of companies and individuals within those companies conducting field evaluations. This committee shall have primary jurisdiction, but shall report to the Association through the National Electrical Code Technical Correlating Committee.

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A reference in brackets [] following a section or paragraph indicates material that has been extracted from another NFPA document. As an aid to the user, the complete title and edition of the source documents for extracts in the recommendations sections of this document are given in Chapter 2 and those for extracts in the informational sections are given in Annex C. Extracted text may be edited for consistency and style and may include the revision of internal paragraph references and other references as appropriate. Requests for interpretations or revisions of extracted text should be sent to the technical committee responsible for the source document.

Information on referenced publications can be found in Chapter 2 and Annex C.

Chapter 1 Administration

1.1 Scope.

1.1.1 This document covers recommended procedures for evaluating unlabeled electrical equipment for compliance with nationally recognized standards and any requirements of the authority having jurisdiction (AHJ).

1.1.2 This document does not cover procedures for evaluations relating to product certification systems that result in listed and labeled products.

1.2 Purpose.

1.2.1 The purpose of this document is to inform AHJs about recommended evaluation procedures for unlabeled electrical equipment and to aid in determining acceptability of evaluation results reported by recognized third-party field evaluation bodies (FEBs).

1.2.2 The purpose of this document is to recommend procedures for third-party FEBs to perform evaluations of unlabeled electrical equipment in a consistent and reliable manner, thereby facilitating acceptance of the results.

1.2.3 The purpose of the evaluation is to assist regulating authorities who make product and related installation approval decisions.

1.3 Application.

1.3.1 New or used electrical equipment not listed or labeled as a complete unit or assembly is considered to be unevaluated

by a third party and will be subject to an evaluation as required by the AHJ.

1.3.2 Products undergoing this evaluation process do not acquire product certification or listing, nor should evaluation of a product imply a determination of conformance of similar existing or any subsequently produced or altered product(s) or system(s).

1.3.3 Only units or assemblies undergoing this process should be considered eligible to bear the FEB label and have an FEB statement of conformity. (Refer to Annex B for the procedures for multiple units of the same product.)

Chapter 2 Referenced Publications

2.1 General. The documents or portions thereof listed in this chapter are referenced within this recommended practice and should be considered part of the recommendations of this document.

2.2 NFPA Publications. (Reserved)

2.3 Other Publications.

Merriam-Webster's Collegiate Dictionary, 11th edition, Merriam-Webster, Inc., Springfield, MA, 2003.

2.4 References for Extracts in Recommendations Sections.

NFPA 70®, *National Electrical Code*®, 2014 edition.

Chapter 3 Definitions

3.1 General. The definitions contained in this chapter apply to the terms used in this recommended practice. Where terms are not defined in this chapter or within another chapter, they should be defined using their ordinarily accepted meanings within the context in which they are used. *Merriam-Webster's Collegiate Dictionary*, 11th edition, is the source for the ordinarily accepted meaning.

3.2 NFPA Official Definitions.

3.2.1* Approved. Acceptable to the authority having jurisdiction.

3.2.2* Authority Having Jurisdiction (AHJ). An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.

3.2.3 Labeled. Equipment or materials to which has been attached a label, symbol, or other identifying mark of an organization that is acceptable to the authority having jurisdiction and concerned with product evaluation, that maintains periodic inspection of production of labeled equipment or materials, and by whose labeling the manufacturer indicates compliance with appropriate standards or performance in a specified manner.

3.2.4* Listed. Equipment, materials, or services included in a list published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.

3.2.5 Recommended Practice. A document that is similar in content and structure to a code or standard but that contains only nonmandatory provisions using the word “should” to indicate recommendations in the body of the text.

3.2.6 Should. Indicates a recommendation or that which is advised but not required.

3.3 General Definitions.

3.3.1 Clearance Distance. Shortest distance through air between two conductive parts.

3.3.2 Creepage Distance. Shortest distance along the surface of the insulating material between two conductive parts.

3.3.3* Critical Component(s). Electrical components or assemblies used in a power or safety circuit whose proper operation is essential to the safe performance of the system or circuit.

3.3.4* Electrical Equipment. Any device, appliance, or machine that generates, conducts, or utilizes electrical energy.

3.3.5* Emergency Stop (EStop). An emergency operation intended to switch off the supply of the electrical energy to all or part of the equipment.

3.3.6 Equipment. A general term, including fittings, devices, appliances, luminaires, apparatus, machinery, and the like used as a part of, or in connection with, an electrical installation. [70, 2014]

3.3.7* Field Evaluation. The process used to determine conformance with requirements for one-of-a-kind, limited production, used, or modified products that are not listed or field labeled under a certification program.

3.3.8 Field Evaluation Body (FEB). An organization, or part of an organization, that performs field evaluations of electrical or other equipment.

3.3.9 Identified (as applied to equipment). Recognizable as suitable for the specific purpose, function, use, environment, application, and so forth, where described in a particular *Code* requirement. [70, 2014]

3.3.10 Nationally Recognized Testing Laboratory (NRTL). A laboratory that performs testing per nationally recognized standards and certifies products as stipulated in the *Code of Federal Regulations* and is recognized by the United States Occupational Safety and Health Administration (Fed OSHA).

Chapter 4 Pre-Site Preparation

4.1 Pre-Site Information.

4.1.1 General. The following information should be provided for all evaluations:

- (1) Layout drawings showing components with designators that match the schematic and actual marks on, or adjacent to, the components
- (2) Electrical schematic drawings for all power, control, and safety circuits
- (3) A bill of material that includes certification details for all critical components
- (4) Limitations or conditions of acceptability for critical components

4.1.2 The information in Section 4.1.1 should be requested by the evaluator prior to or upon arrival on site.

4.2 Used Equipment. Evaluating used equipment should include additional consideration and preparation. Normal wear, intentional modification, and abnormal events that can cause mechanical and electrical changes and affect conformity should be considered.

4.2.1 Before the evaluation, a review of service history and construction changes should be performed to resolve common noncompliant items.

4.2.2 Common issues that should be considered can include:

- (1) **Damaged Components.** Inspection of mechanical components, such as enclosures, conduit, and fittings, and electrical devices should be completed to identify any visible damage or deformity that could render a product noncompliant or require replacement. Those items known to be damaged should be reviewed with the evaluating body in advance when possible.
- (2) **Suitability for Use.** An assessment of the environment surrounding equipment should be completed to observe changes that have occurred over time. Changes to building construction, moving the equipment, and installing other equipment close by should be reviewed for any effect on compliance in the changed environment. Enclosure ratings, devices that penetrate enclosures, and the environment surrounding the equipment should be reviewed in advance when possible.
- (3) **Availability of Drawings.** Availability of technical drawings or schematics should be ensured in advance when possible. Because a lack of technical drawings or schematics can increase the complexity or hinder an evaluation, accurate drawings should be produced.
- (4) ***Availability of Manufacturer or Technical Support.** Availability of the manufacturer’s technical information or technical support should be ensured in advance where possible.

4.3 Standard(s). The FEB should select appropriate standards based on the design and application of the equipment under evaluation.

4.3.1 General. Where no single standard applies to the equipment, applicable portions of related standards for subassemblies and supplementary standards should be applied.

4.3.2* Primary Standard. The primary standard to be used should be a nationally recognized product safety standard written and maintained by a standards development organization that issues product safety standards, such as Underwriters Laboratories or Factory Mutual Research Corporation.

4.4 Jurisdictional Notification. The FEB should notify the electrical AHJ in writing when an evaluation is initiated and about to commence.

Chapter 5 Construction Inspection

5.1 General. This chapter provides typical construction requirements that should be considered in the evaluation.

5.1.1 The actual requirements to be used for the construction inspection should come from the applicable primary product safety standard and electrical installation codes.

5.1.2 Some common elements of construction requirements should include but are not limited to those identified in Sections 5.2 through 5.13.



5.2 Electrical Code Considerations. Ensuring that the product can be installed in accordance with the electrical code should include but is not limited to the verification of the following:

- (1) Presence of complete equipment nameplate(s)
- (2) Equipment construction provides for a code-compliant installation
- (3) Installation instructions include sufficient detail (showing raceway entry points, supply conductor wiring methods, supply conductor types, field wiring torque values, and installer supplied overcurrent protection)
- (4) Adequate wire bending space for all field wiring terminals

5.3 Construction of Enclosures. Enclosure inspections should include but not be limited to the following:

- (1) Suitable use of metallic and nonmetallic construction materials
- (2) Enclosure-type rating (e.g., 1, 3R, 4X) suitable for the intended application or installation environment
- (3) Methods of corrosion protection for internal and external parts
- (4) Methods of fastening doors and covers
- (5) Hinged doors open at least 90 degrees
- (6) Bonding methods of dead metal parts likely to become energized
- (7) Accessibility of live parts

5.4 Disconnecting Means. The means to disconnect equipment should be reviewed for suitability and compliance with installation codes.

5.5 Main Overcurrent Protection Device (OCPD). Main overcurrent protection supplied by the manufacturer or field installed should be verified as suitable for the loads involved, voltage, and interrupting rating.

5.6 Field Terminations. Field wiring terminals should be identified.

5.7 Components. Component inspections should include but not be limited to the following:

- (1) Accuracy of and correlation between component identification in drawings, the bill of material, and marking within equipment
- (2) Critical components listed or recognized and labeled by a nationally recognized testing laboratory (NRTL)
- (3) Critical components used in accordance with their listing or the “conditions of acceptability” defined by an NRTL
- (4) Suitability of mounting methods
- (5) Suitability of components to perform as intended considering the critical/safety function of the device, mechanical and electrical loads, and other factors affecting the immediate environment or performance of the component

5.8 Overcurrent Protection. Overcurrent inspections should consider suitability of applications that include but are not limited to the following:

- (1) Overcurrent protection of conductors per the conductor ampacity
- (2) Power supply overcurrent protection
- (3) Transformer overcurrent protection for power and control
- (4) Motor overcurrent protection, including short circuit, ground fault, and overload protection, provided and properly rated
- (5) Maintenance receptacle overcurrent protection
- (6) Heater load overcurrent protection
- (7) Plug strips and portable power taps overcurrent protection

5.9 Maintenance Receptacles and Lighting. Maintenance receptacles and lighting should be inspected for the following:

- (1) Separate circuit(s) identified
- (2) Class A ground fault circuit interrupter (GFCI) protection as applicable

5.10 Wiring. Wiring should be inspected for the following:

- (1) Correct color code or other identification used
- (2) Insulation types rated for the application and intended environment
- (3) Conductor temperature ratings adequate
- (4) Ampacity for load served and overcurrent protection provided
- (5) Flame rating of VW-1 or equivalent on insulation
- (6) Correct use of flexible cords
- (7) Correct use and physical protection of flexible cables
- (8) Separation of low voltage, Class 2 or Class 3 conductors from power conductors

5.11 Markings. Markings should be inspected for the following:

- (1) Access warnings for shock hazard
- (2) Multiple source warnings
- (3) Environmental restrictions such as “Indoor Use Only”
- (4) Field wiring type such as “Copper Conductors Only”
- (5) Component designations that match the layout and schematic drawings
- (6) Control device functional identification
- (7) Equipment grounding terminal marking

5.12 Grounding. Grounding/bonding provisions should be inspected for the following:

- (1) Provision for terminating the supply equipment grounding conductor
- (2) One conductor per terminal for all equipment grounding conductors in ground fault paths
- (3) Equipment grounding conductors identified by color coding (green or green with one or more yellow stripes) or by other suitable markings
- (4) All conductive enclosure doors and panels correctly bonded

5.13 Distances Between Exposed Energized Parts. Distances between exposed energized parts should be inspected for adequate creepage distance and clearance distance for the voltage involved.

Chapter 6 Electrical Testing

6.1 Application. The electrical testing program should follow the applicable standards as closely as practical, considering the limits of a nonlaboratory setting and the need for the equipment to perform all required functions after the test. The following typical tests and measurements on complete units or subassemblies should be completed as specified in the applicable standard:

- (1) Insulation resistance test on power circuit with all sensitive electronic components such as line filters and Rf filters disconnected
- (2) Ground continuity of bonded parts to supply equipment grounding conductor termination point

- (3) Measurement of the input voltage while under maximum design load
- (4) Measurement of the input full load current while at the maximum design load normal operation
- (5) Temperature rise testing of terminals and heat producing devices (transformers, power supplies, coils, heaters) and components that could be affected by an elevated ambient caused by other heat producing components
- (6) Safety interlock circuit function testing
- (7) Emergency stop

6.2 Electrical Tests. The following electrical tests should be completed as required by the applicable product standard where identified as production or routine tests:

- (1) Leakage current on cord and plug-connected equipment
- (2) Dielectric withstand (hi-pot) on power circuits
- (3) Other production tests

Chapter 7 Reporting and Documentation

7.1 Report. Each evaluation should result in a complete report detailing the results of the evaluation and a statement of conformity made from the results.

7.2 Discrepancies and Nonconformities.

7.2.1 Discrepancies and nonconformities that have to be resolved in order to comply with requirements should be promptly brought to the client's attention.

7.2.2 Where successful correction of nonconformance occurs, the report should include detail of the corrective action.

7.2.3 Discrepancies and nonconformities brought to the client's attention, per Section 7.2, should be brought to the AHJ's attention.

7.2.4 A copy of the report, per Section 7.1, should also be provided to the AHJ.

7.3 Engineering Report Documentation. The title page should include the following items:

- (1) The identification of the company performing the evaluation
- (2) A general description of the equipment that was evaluated
- (3) The identity and location of the site where the evaluated equipment is or will be installed
- (4) The identity and location of the AHJ where the evaluated equipment is or will be installed
- (5) A report date
- (6) The project number or identifier
- (7) The identity of the person preparing the report, typically the evaluator

7.4 Summary. The report contents should include a summary containing the following information:

- (1) The individual who initiated the project and company affiliation
- (2) The location of the preliminary inspection
- (3) The location of the final inspection and testing if different from the preliminary site location
- (4) Name(s) of the evaluator(s)
- (5) The date(s) of the preliminary inspection
- (6) The date of the final inspection, testing, evaluation, and application of the label
- (7) A summary statement of the findings

- (8) The name of the AHJ responsible for the final approval

7.5* Conditions of Acceptability. A statement or series of statements establishing specific conditions of acceptability to be adhered to in order to maintain the label as valid should be included.

7.6 Standards.

7.6.1 The complete citations of the primary and any contributing support standards used to complete the evaluation should be included.

7.6.2 The citation should be complete so that any subsequent audit can clearly identify the exact edition and revision of the standard(s) used.

7.7 Equipment Identification and Nameplate. The equipment nameplate information should be documented for each manufactured unit that was evaluated, as follows:

- (1) Product name
- (2) Product manufacturer's name
- (3) Model identification
- (4) Serial number for each unit evaluated
- (5) Electrical ratings
- (6) Mechanical ratings as applicable
- (7) FEB label serial number

7.8 Evaluation Procedures.

7.8.1 The detailed procedures used to inspect, test, and evaluate the product should be documented.

7.8.2 The evaluation procedures should be separated into the major category areas as detailed in Chapters 6 and 7 with sufficient explanation for clear understanding to all parties involved, including the client, the AHJ, and the end user.

7.9 Evaluation. The evaluation section should include the following:

- (1) A brief product description of the equipment function and its intended operation
- (2) Construction evaluation results found acceptable
- (3) Electrical testing results found acceptable
- (4) Discrepancies for each item found nonconforming, including a description of the nonconformance, an explanation of the hazards, the standards citation, the remedial action to resolve the nonconformance, and the final resolution
- (5) Test instrumentation calibration information

7.10 Appendices or Attachments. The following details should be included as appendices or attachments to the report:

- (1) Reference drawings used for the evaluation
- (2) Data sheet(s) documenting the test results from each of the electrical tests
- (3) The bill of material (critical components list)
- (4) Photographs of the discrepancies found, the resolution, and the overall equipment
- (5) Field notes, checklists, or other supporting data that would benefit the client

Chapter 8 FEB Label

8.1 Label Application. After all identified issues have been fully resolved, all electrical testing has been satisfactorily completed, and the evaluation has determined that the equipment meets the applicable requirements of the standard(s), a label should be affixed to the equipment.



8.2 Label Contents.

8.2.1 The label should contain the registration mark of the evaluation company.

8.2.2 The label should have some means of unique identification or serialization.

8.2.3 The label should have a means to identify if the equipment has more than one major assembly and therefore has more than one serialized label applied.

8.2.4 The label should clearly differentiate the field evaluation from the “listing” or “recognition” of components.

8.3 Label Location.

8.3.1 The evaluation label should be in the area of the equipment nameplate.

8.3.2 Consideration should be given if expected environmental or operating conditions could cause deterioration of the label.

8.4 Label Control.

8.4.1 The label should be applied exclusively by the FEB.

8.4.2 The label should not be handled by anyone other than the FEB.

8.4.3 In no case should a label be applied to a product that has not been evaluated by the FEB. (See Annex B for information on how multiple units can be handled.)

8.4.4 The evaluator should enter the label serial number(s) into the field data work sheets.

8.4.5 The label information should be recorded in the report and into a label control system set up by the FEB.

Annex A Explanatory Material

Annex A is not a part of the recommendations of this NFPA document but is included for informational purposes only. This annex contains explanatory material, numbered to correspond with the applicable text paragraphs.

A.3.2.1 Approved. The National Fire Protection Association does not approve, inspect, or certify any installations, procedures, equipment, or materials; nor does it approve or evaluate testing laboratories. In determining the acceptability of installations, procedures, equipment, or materials, the authority having jurisdiction may base acceptance on compliance with NFPA or other appropriate standards. In the absence of such standards, said authority may require evidence of proper installation, procedure, or use. The authority having jurisdiction may also refer to the listings or labeling practices of an organization that is concerned with product evaluations and is thus in a position to determine compliance with appropriate standards for the current production of listed items.

A.3.2.2 Authority Having Jurisdiction (AHJ). The phrase “authority having jurisdiction,” or its acronym AHJ, is used in NFPA documents in a broad manner, since jurisdictions and approval agencies vary, as do their responsibilities. Where public safety is primary, the authority having jurisdiction may be a federal, state, local, or other regional department or individual such as a fire chief; fire marshal; chief of a fire prevention bureau, labor department, or health department; building official; electrical inspector; or others having statutory

authority. For insurance purposes, an insurance inspection department, rating bureau, or other insurance company representative may be the authority having jurisdiction. In many circumstances, the property owner or his or her designated agent assumes the role of the authority having jurisdiction; at government installations, the commanding officer or departmental official may be the authority having jurisdiction.

A.3.2.4 Listed. The means for identifying listed equipment may vary for each organization concerned with product evaluation; some organizations do not recognize equipment as listed unless it is also labeled. The authority having jurisdiction should utilize the system employed by the listing organization to identify a listed product.

A.3.3.3 Critical Component(s). Electrical components or assemblies include but are not limited to the following:

- (1) All electrical components acting as protective device to interrupt current in an abnormal condition, such as circuit breakers, circuit protectors, fuses, and overload or thermal relays
- (2) All components and wiring for the emergency stop system, including power supply, emergency stop contactor, or interrupting device and pushbuttons
- (3) All hardware or firmware components and wiring for safety interlock circuits
- (4) All devices that are in an area that is classified as a Hazardous Location with the appropriate rating for the area, such as Class I, Division 1 or Class I, Division 2, unless listed as intrinsically safe
- (5) Those components that upon evaluation present a risk of fire or shock in their use or application

Note that it is possible and understood that like components can exist on equipment where one is required to be approved (listed) since it is used in a safety circuit or other device as described in the preceding list, and the other is not used in such a circuit. In these cases, like components are treated differently.

A.3.3.4 Electrical Equipment. The term *electrical equipment* is used in this document to clearly indicate that the coverage for a field evaluation is inclusive of products that generate, transmit, distribute, control, or utilize electrical energy.

A.3.3.5 Emergency Stop (EStop). In this document, the term *emergency stop* includes but is not limited to the following industry recognized terms, all of which can be configured as Category 0, Category 1, and/or Category 2 stop functions:

- (1) Emergency Power Off (EPO)
- (2) Emergency Machine Off (EMO)

Numerous variations of devices perform the emergency/safety function of disconnecting electrical energy to all or part of equipment using electromechanical or solid state components. There are various types of control actuator switches used that range in scope from pushbutton maintained contact latching function, momentary contact action for control sequence interlock, specialized interface with life safety monitoring equipment, and computerized logic control programs.

A.3.3.7 Field Evaluation. The field evaluation process is an alternative to the typical requirements for a manufacturer's quality assurance program and the laboratory follow-up program corroborating the listings. If the manufacturer chooses to apply labels, the manufacturer should be directed to complete an application for the equipment with a requisite follow-up program established.

A.4.2.2(4) Availability of the original equipment manufacturer's data simplifies the evaluation process. At times the manufacturer can supply information needed to determine conformance. Without the original manufacturer's support, extra time and testing could be necessary to complete an evaluation.

A.4.3.2 The primary standards are generally adopted by the American National Standards Institute. Supplementary standards can include ones from manufacturing organizations such as the National Electrical Manufacturers Association or general safety bodies such as the National Fire Protection Association.

A.7.5 For example, the equipment should be suitable for an indoor dry location only, or the equipment is stated by note as being suitable only for installation in a hazardous location.

Annex B Multiple Units of Same Equipment

This annex is not a part of the recommendations of this NFPA document but is included for informational purposes only.

B.1 Introduction. There are cases where multiple units of the same equipment are evaluated. In that case, at least one unit will be completely evaluated according to this procedure and be labeled.

B.1.1 The following procedures are not intended for use for "lot" inspection or evaluations. The remaining units can be assessed in one of the methods provided in B.1.1.1 through B.1.1.3.

B.1.1.1 Each additional unit is to be inspected, tested, and evaluated by the FEB as needed to ensure that each unit is built the same as the "accepted" prototype unit. This process will result in an issuance of an evaluation label on each subsequent unit, and the FEB becomes in essence the manufacturer's quality assurance inspectors.

B.1.1.2 With prior AHJ approval, the process involves evaluating the first unit according to this recommended practice, then inspecting a representative sampling of additional units to determine with a reasonable degree of assurance that all the remaining units are constructed the same as the "accepted" sample(s).

B.1.1.3 With prior AHJ approval, the prototype is evaluated, and the manufacturer declares that all the remaining units are constructed to the same standard as the "accepted prototype." The evaluation company labels only the prototype and does not extend label coverage to any other units. With the labeled unit and the declaration from the manufacturer, the AHJ completes the approval of the installation.

Annex C Informational References

C.1 Referenced Publications. The documents or portions thereof listed in this annex are referenced within the informational sections of this recommended practice and are not part of the recommendations of this document unless also listed in Chapter 2 for other reasons.

C.1.1 NFPA Publications. (Reserved)

C.1.2 Other Publications. (Reserved)

C.2 Informational References.

C.2.1 ASQ Publications. American Society for Quality, P.O. Box 3005, Milwaukee, WI 53201-3005.

ASQ Z1.4, *Sampling Procedures and Tables for Inspection by Attributes*, 2008.

C.3 References for Extracts in Informational Sections. (Reserved)

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Sequence of Events for the Standards Development Process

As soon as the current edition is published, a Standard is open for Public Input

Step 1: Input Stage

- Input accepted from the public or other committees for consideration to develop the First Draft
- Committee holds First Draft Meeting to revise Standard (23 weeks)
 - Committee(s) with Correlating Committee (10 weeks)
- Committee ballots on First Draft (12 weeks)
 - Committee(s) with Correlating Committee (11 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (5 weeks)
- First Draft Report posted

Step 2: Comment Stage

- Public Comments accepted on First Draft (10 weeks)
- If Standard does not receive Public Comments and the Committee does not wish to further revise the Standard, the Standard becomes a Consent Standard and is sent directly to the Standards Council for issuance
- Committee holds Second Draft Meeting (21 weeks)
 - Committee(s) with Correlating Committee (7 weeks)
- Committee ballots on Second Draft (11 weeks)
 - Committee(s) with Correlating Committee (10 weeks)
- Correlating Committee First Draft Meeting (9 weeks)
- Correlating Committee ballots on First Draft (8 weeks)
- Second Draft Report posted

Step 3: Association Technical Meeting

- Notice of Intent to Make a Motion (NITMAM) accepted (5 weeks)
- NITMAMs are reviewed and valid motions are certified for presentation at the Association Technical Meeting
- Consent Standard bypasses Association Technical Meeting and proceeds directly to the Standards Council for issuance
- NFPA membership meets each June at the Association Technical Meeting and acts on Standards with “Certified Amending Motions” (certified NITMAMs)
- Committee(s) and Panel(s) vote on any successful amendments to the Technical Committee Reports made by the NFPA membership at the Association Technical Meeting

Step 4: Council Appeals and Issuance of Standard

- Notification of intent to file an appeal to the Standards Council on Association action must be filed within 20 days of the Association Technical Meeting
- Standards Council decides, based on all evidence, whether or not to issue the Standards or to take other action

Committee Membership Classifications^{1,2,3,4}

The following classifications apply to Committee members and represent their principal interest in the activity of the Committee.

1. M *Manufacturer*: A representative of a maker or marketer of a product, assembly, or system, or portion thereof, that is affected by the standard.
2. U *User*: A representative of an entity that is subject to the provisions of the standard or that voluntarily uses the standard.
3. IM *Installer/Maintainer*: A representative of an entity that is in the business of installing or maintaining a product, assembly, or system affected by the standard.
4. L *Labor*: A labor representative or employee concerned with safety in the workplace.
5. RT *Applied Research/Testing Laboratory*: A representative of an independent testing laboratory or independent applied research organization that promulgates and/or enforces standards.
6. E *Enforcing Authority*: A representative of an agency or an organization that promulgates and/or enforces standards.
7. I *Insurance*: A representative of an insurance company, broker, agent, bureau, or inspection agency.
8. C *Consumer*: A person who is or represents the ultimate purchaser of a product, system, or service affected by the standard, but who is not included in (2).
9. SE *Special Expert*: A person not representing (1) through (8) and who has special expertise in the scope of the standard or portion thereof.

NOTE 1: “Standard” connotes code, standard, recommended practice, or guide.

NOTE 2: A representative includes an employee.

NOTE 3: While these classifications will be used by the Standards Council to achieve a balance for Technical Committees, the Standards Council may determine that new classifications of member or unique interests need representation in order to foster the best possible Committee deliberations on any project. In this connection, the Standards Council may make such appointments as it deems appropriate in the public interest, such as the classification of “Utilities” in the National Electrical Code Committee.

NOTE 4: Representatives of subsidiaries of any group are generally considered to have the same classification as the parent organization.

Submitting Public Input / Public Comment through the Electronic Submission System (e-Submission):

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Before accessing the e-Submission System, you must first sign-in at www.NFPA.org. *Note: You will be asked to sign-in or create a free online account with NFPA before using this system:*

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OR

- a. Go directly to your specific document page by typing the convenient short link of www.nfpa.org/document#, (Example: NFPA 921 would be www.nfpa.org/921) Click in the gray Sign In box on the upper left side of the page. Once signed in, you will see a red “Welcome” message in the top right corner.

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At this point, the NFPA Standards Development Site will open showing details for the document you have selected. This “Document Home” page site includes an explanatory introduction, information on the current document phase and closing date, a left-hand navigation panel that includes useful links, a document Table of Contents, and icons at the top you can click for Help when using the site. The Help icons and navigation panel will be visible except when you are actually in the process of creating a Public Input.

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