

Authorized Signatory Responsibilities

Purpose	To communicate the responsibilities associated with being an Authorized Signatory for a Client Test Data Program (CTDP) or Third Party Test Data Program (TPTDP) participant test laboratory.
Requirements	<ul style="list-style-type: none"> • Ensure only personnel deemed competent in specific test methods, as qualified and approved by the laboratory's quality management system, are assigned to conduct testing. • Ensure that all standards and tests for which data is submitted to UL are within the laboratory's scope of participation. • Ensure UL DAP program requirements, including compliance to applicable requirements of ISO/IEC 17025, were adhered to for all testing submitted to support a UL Mark certification decision. • Ensure that all consumables, equipment, accommodation and environmental conditions (including power quality) complied with standard specifications, as applicable. If the standard(s) are silent on the above, ensure the above meet the applicable requirements of DAP Client Guides, available at: http://www.ul.com/global/eng/pages/offering/services/programs/dap/tools/. • Ensure equipment used for testing has been calibrated for the accuracy and range used for the measurements taken in the testing process. • Ensure all UL Data Recording and Reporting (DR&R) requirements are met (see Client Guide 00-OP-C0025).
Responsibilities	<ul style="list-style-type: none"> • Each DAP participant test laboratory shall identify at least one (1) individual to be an Authorized Signatory for the laboratory operation. • An Authorized Signatory is required to sign and date the cover page of datasheet packages submitted to UL to support UL Mark certification decisions. Signature and date is attestation that the above requirements have been met.
Exclusions	This form is <u>not</u> intended to be used for Total Certification (TCP) or Preferred Partner Program (PPP) Engineering Signatories. An Engineering Signatory must be assessed by UL to be qualified as an Engineering Signatory.
Process	<p>The laboratory may add or remove an Authorized Signatory at any time, but it is recommended to process changes to the Authorized Signatory list during the annual laboratory assessment with the Lead Auditor.</p> <p>If changes need to be made outside of the annual laboratory assessment, please send an e-mail to DAP@ul.com. Please provide the contact information (name, title, phone and e-mail address) for any new personnel being added to the Authorized Signatory list.</p>

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