

Standard Operating  
Procedures  
For IAPMO Evaluation Service (IAPMO ES)

No.: ES-029

**Title: Evaluation Criteria**

By: RB

Appr. By: OD

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### **1.0 Purpose**

The purpose of this procedure is to establish rules for accepting an Evaluation Criteria (EC). The evaluation criteria shall be adopted, revised, and maintained through these policies.

### **2.0 General**

Evaluation Criteria are written for products in instances when the applicable code requirements are not clear.

### **3.0 Evaluation Criteria**

An evaluation criterion shall be developed by the applicant with the help of IAPMO Evaluation Service staff.

Evaluation criteria may be established for products, materials, methods of construction, designs or services. The criteria shall include:

- a. Purpose
- b. Scope
- c. Referenced Standards
- d. Definitions
- e. Test requirements
- f. Test Methods
- g. Marking requirements.
- h. Calculations (if necessary)

### 3.1 Establishing New or Revised Evaluation Criteria

If a particular part of the Evaluation Criteria is in need of improvements from the industry side or there is a need for creation of a new Evaluation Criteria, one may be initiated by any member of the industry through the following steps:

- a. Draft proposals for Evaluation Criteria may be submitted to IAPMO ES by an industry representative or be created by an industry representative with the assistance of IAPMO ES Staff.
- b. The resulting draft is reviewed by ES Staff, and sent to the Evaluation Service Committee members for review. The proposed draft is also posted on the website for a 20 day public review.
- c. ES Staff schedules an Evaluation Service Committee meeting for a date after the conclusion of the public review and places the draft on the agenda. Comments are compiled by staff and forwarded to proponent for response. To facilitate the resolution where possible responses to the comments are provided to each commenter. The rebuttal is compiled and provided to committee members before the meeting to allow review. The meeting is open to the public and is conducted in accordance with ES-002.
- d. Upon review of the draft, the Evaluation Service Committee makes a decision to accept, accept with modifications, allow the proponent to address public comments and re-post, ask for further study, or reject it.