

Standard Operating
Procedures
For IAPMO Evaluation Service (IAPMO ES)

No.: ES-029

Title: Evaluation Criteria

By: AZ

Appr. By: SM

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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 product where an existing standard or protocol for product evaluation does not exist.

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.
- c. ES Staff schedules an Evaluation Service Committee meeting and places the draft on the agenda. 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 either accept, accept with modifications or reject it.
- e. If accepted, the draft is posted on the IAPMO ES website for 20 work day public review. Alternatively and at the discretion of Senior Director of Evaluation Services', the draft Evaluation Criteria may be posted for the 20 day public commenting period prior to the Evaluation Services Committee voting on the Evaluation Criteria.
- f. Comments may be submitted by the public in strikeout format. If any such comments involve health and safety concerns related to the draft, such comments shall be reviewed by the Evaluation Service Committee as per steps c-e above. It should be noted, however, that such comments do not prohibit clients from using a currently accepted Evaluation Criteria.
- g. If there are no comments concerning health and safety, then the Evaluation Criteria is adopted and is available for use.
- h. Upon review of the draft that is revised to incorporate modifications based on public comments, the Evaluation Service Committee makes a decision to accept, accept with modifications or reject it.
- i. There will not be an additional public posting of the ER when the Evaluation Services Committee reviews the draft that is revised to incorporate modifications based on public comments or if the alternative process of Item e above.

