**Conditions and Criteria for Recognition of Certification Bodies for the**

**UCAIug Green Button ITCA Program**

In order to be recognized as a Certification Body (CB) for the UCAIug Green Button ITCA [ITCA] Program, a CB shall agree in writing to the following requirements:

1) General Requirements and Responsibilities

1. Maintain accreditation to ISO/IEC Guide 65/17065, “General requirements for bodies operating product certification systems,” by a signatory to the International Accreditation Forum (IAF) Multilateral Recognition Agreement (MLA) that covers accreditation of product certification bodies.
2. Participate in meetings with ITCA as necessary to discuss changes to ITCA product specifications relevant to certified products.
3. Forward any unresolved issues related to ITCA test methods to ITCA for resolution, and abide by the decisions of ITCA relative to the resolution of those questions. Normally questions would be initiated with the TL and if unresolved passed onto the ITCA for resolution
4. Allow ITCA, at its discretion, to audit product certification and verification activities.
5. Notify ITCA of any product(s) the CB has withdrawn certification,
6. Not use its own mark to indicate that a product is ITCA qualified.

2) CB Qualification [note: document has not been reviewed beyond this point]

a) Provide ITCA with a description of the CB’s data review cycle time in order to allow the estimation of its potential impact on ITCAITCA Certified product introduction cycles.

b) Determination of qualification

i) Determine qualification by assessing whether the product meets the performance parameters described in the relevant ITCAITCA product specification. This assessment shall comprise a review of the test report of each model intended for ITCAITCA qualification.

ii) In the case of ITCAITCA product specifications that permit the qualification of a group of models based on the test report of a representative model, the CB shall have a procedure to verify Green Button Vendor’s claims as to:

(1) Which models are part of a single family; and,

(2) Which model may be considered a representative model of that family.1

iii) Confirm that all data in the test report originated from an ITCAITCA -recognized

laboratory with an appropriate scope of accreditation. ITCAITCA -recognized laboratories include the following:

(1) All laboratories ITCAITCA has formally recognized as currently meeting the

“Conditions and Criteria for Recognition of Laboratories for the ITCAITCA Program.” The terms of this document include accreditation to ISO/IEC 17025 by an ITCAITCA- recognized Accreditation Body. ITCAITCA maintains an online list of these

laboratories. Therefore, confirming data have originated with such a laboratory shall consist of confirming the presence of the laboratory on this list.

c) Report to ITCAITCA certified products and at a minimum the key data elements enumerated in

the applicable ITCAITCA product specification(s). ITCAITCA will use this specific information to create the ITCAITCA Qualified Product Lists. ITCAITCA will ensure recognized CBs are provided with access to the necessary reporting tools, including secure electronic channels, and guidance on how to use

them. Electronic channels may include secure FTP, an extranet system, and/or XML-based web services.

3) ITCAITCA Verification

a) Verification Testing

i) Operate an ITCA partner-funded verification testing procedure that fulfills the verification testing requirements enumerated as follows:

(1) Ensure products meet all product performance parameters as described in the relevant ITCA product specification.

(2) Number of products:

(a) Annually test at least 10% of all ITCA qualified models the CB

has certified or for which it has received qualified product data.

(b) In the case of ITCA specifications that address multiple product

types, the CB will annually test at least 10% of each type.

(c) When determining the number of models subject to verification testing, the CB shall consider product families as defined in the relevant product specification, and in consultation with ITCA.

(d) In the event of significant product failures, ITCA may advise the CB to increase the number of models tested in subsequent years. The minimum number of products tested may differ by product category.

(3) Products shall be selected by the CB according to the following general guidelines:

(a) The CB shall select models for verification testing from the ITCA

qualified models the CB has certified;

(b) Approximately 50% of models to be tested shall be randomly selected; although, the more recently a model has undergone verification or challenge testing, the less likely it should be selected in this random selection process; and,

(c) The remaining models shall comprise referrals from ITCA as provided,

and models selected in consideration of the following factors:

(i) Product classes from ITCA partners for which previous models failed verification testing;

(ii) Referrals from third parties such as consumers, consumer groups or regulatory agencies regarding the accuracy of ratings; and,

(iii)Models with high sales volumes if this data is available to the

CB.

(4) Procurement of unit(s) for testing:

(a) The CB shall procure or obtain the unit(s) for testing, prioritizing the source of those units in the following order (from most to least favored)

(i) Off-the-shelf (i.e., from the open market); (ii) Warehouse (i.e., from a storage depot); or

(iii)Off-the-line (i.e., from the manufacturing facility).

*NOTE: The CB shall be responsible for obtaining the unit for testing, and shall not allow the ITCA partner to choose the testing sample.*

(b) Partners whose products are selected for verification testing are required to:

(i) In the case of off-the-shelf procurement, provide a list of at least three locations where a unit(s) of the product(s) to be tested may be obtained; or

(ii) In the case of warehouse or off-the-line procurement, provide access to the

CB to select a unit(s) of the product(s) for testing. (5) Location of verification testing:

(a) Verification testing shall be performed at an ITCA -recognized, third-

party laboratory; or,

(b) If the unit is obtained off-the-line from the manufacturing facility, the verification testing may be performed at an ITCA-recognized, first-party2

laboratory provided that qualified CB personnel witness the test. c) Re-evaluation in the Event of Significant Changes

i) Have procedures to re-evaluate product performance in the event of changes that could affect the ITCA qualification status of a product the

CB has certified.3 Consistent with this, the CB shall:

(1) Require the ITCA partner responsible for a product the CB has certified to inform the CB about any changes to that product that could result in it no longer meeting the requirements of the relevant ITCA product specification.

(2) Require, and evaluate the results of, retesting of the product’s relevant performance.

ii) Report to ITCA any changes in product performance, including

new test data.

(1) If the changes do not impact the ability of the product to qualify

for ITCA, the CB shall report the relevant data to ITCA on the

same schedule as information on newly certified products.

(2) If the CB has determined the product no longer meets the product performance requirements of the relevant ITCA product specification, the CB shall notify the ITCA partner and ITCA within two business days.

c) Challenge Testing

i) Have in place a challenge testing procedure, and contractual provisions for challenge testing.

ii) A challenge may be initiated only when the CB has conveyed details of the challenge to the challenge, or confirmed the challenger has independently done

so,4 and the CB received the following:

(1) Identification of the challenged model number; and,

(2) Identification of the challenged parameters and the basis for the

challenge. This basis may be but is not limited to marketing material that claims better

2 For the purpose of the ITCA program, ITCA defines a first-party laboratory as a laboratory that is owned and/or operated by the manufacturer or private labeler of the product being tested.

3 A laboratory’s change in accreditation or WMTL/SMTL status would be considered relevant to the

qualification status of products the laboratory tested only during the effective period of the factor(s)

that led to the change in the

laboratory’s status.

4 The CB shall not oblige the challenger to convey details of the challenge to the challengee.

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performance than the data the CB has on record, or the results from a product test the challenger performs on its own, and for which it pays without reimbursement by the CB no matter the results of the CB’s subsequent challenge test.

iii) Upon the failure of a product to meet the performance requirements of the relevant ITCA product specification, the CB shall notify the ITCA partner and ITCA within two business days.

d) Resolving Discrepancies: Have in place a procedure to resolve discrepancies between data resulting from product re-testing (for any purpose, for example, verification or challenge testing), and the data previously certified by the CB. In the case of a discrepancy, the CB shall report to ITCA the test results, both initial and final in case additional re-

testing is performed, that are relevant to ITCA qualification.5

The CB shall also notify ITCA of the resolution of product re-testing, for example, decertification or recertification.

5 When the CB reports this data to ITCA, it shall follow the rounding and qualification rules enumerated in the applicable ITCA specification.

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