

## **Draft Renewal Request Form**

### Directions:

Please complete the following form, which verifies the Nationally Recognized Testing Laboratory's contact information and allows the NRTL to attest to its continued compliance with the requirements of 29 CFR 1910.7 and the terms of its letter of recognition. The signed and completed renewal request shall be submitted to OSHA in accordance with the following schedule:

NRTLs that have NOT previously been renewed (have been an NRTL less than 5 years) shall submit a renewal request to OSHA not less than nine months, nor more than one year before the expiration date of its current recognition.

NRTLs that have previously been renewed (have been an NRTL more than 5 years) shall submit the NRTL Renewal Request form not less than 1 day, nor more than one year before the expiration date of its current recognition.

Send completed forms, supplemental information (as necessary) and payment to:

Director - NRTL Program  
Office of Technical Programs and Coordination Activities  
Occupational Safety and Health Administration  
US Department of Labor  
200 Constitution Avenue NW, Room N3653  
Washington, DC 20210

## Part I: General Information

Legal name of NRTL

Street Address of NRTL Headquarters:

Mailing address (if different)

Primary Contact

Name

Title/Position

<input type="text"/>	<input type="text"/>
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Telephone Number

Fax Number

<input type="text"/>	<input type="text"/>
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E-mail

<input type="text"/>	<input type="text"/>
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Alternate Contact

Name

Title/Position

<input type="text"/>	<input type="text"/>
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Telephone Number

Fax Number

<input type="text"/>	<input type="text"/>
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E-mail

<input type="text"/>	<input type="text"/>
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Website:

Web Address of online certification directory (if applicable)



### Part III: Verification of NRTL Requirements

Please initial below certifying that your organization continues to comply with the NRTL program requirements contained in 1910.7 and the terms of its letter of recognition.

NRTL Requirement	Initial
1) For each specified item of equipment or material to be listed, labeled or accepted, my organization has the capability (including proper testing equipment and facilities, trained staff, written testing procedures, and calibration and quality control programs) to perform:	
i) Testing and examining of equipment and materials for workplace safety purposes to determine conformance with appropriate test standards; or	
ii) Experimental testing and examining of equipment and materials for workplace safety purposes to determine conformance with appropriate test standards or performance in a specified manner.	
2) My organization provides, to the extent needed for the particular equipment or materials listed, labeled, or accepted, the following controls or services:	
i) Implements control procedures for identifying the listed and labeled equipment or materials;	
ii) Inspects the run of production of such items at factories for product evaluation purposes to assure conformance with the test standards; and	
iii) Conducts field inspections to monitor and to assure the proper use of its identifying mark or labels on products;	
3) My organization is completely independent of employers subject to the tested equipment requirements, and of any manufacturers or vendors of equipment or materials being tested for these purposes.	
4) My organization maintains effective procedures for:	
i) Producing creditable findings or reports that are objective and without bias	
ii) Handling complaints and disputes under a fair and reasonable system.	
5) My organization continues to comply with the terms of my letter of recognition and any special conditions, restrictions, or limitations identified in my scope of recognition appearing on OSHA's website	

**Please choose one of the following options:**

	I wish to utilize the renewal procedure outlined in 1910.7 II C 2a which will require OSHA to seek public comment before issuing its decision to renew.
	My organization has been an NRTL for more than 5 years and has been through at least one successful renewal. I wish to utilize the renewal procedure outlined in 1910.7 II C 2d which will <u>NOT</u> require OSHA to seek public comment before issuing its decision to renew.

As legal signatory for \_\_\_\_\_, the applicant, I attest that all statements and information contained in our application are correct to the best of my knowledge and are made in good faith. We agree to continue to comply with all the policies, conditions, and requirements for recognition that OSHA imposes through its regulations, directives, and Federal Register notices of recognition. We also agree to continue to operate as an NRTL only within our approved scope of recognition (applicable test standards, sites, & programs), following the policies, procedures, structures, and practices described in our original or amended application accepted by OSHA, or in appropriate revisions we make after recognition. We further agree to promptly submit details to OSHA of any major changes in those operations.

Legal signatory (Type or print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_