

QUALITY AUDITING INSTITUTE LTD.

“Client Service Standards”

Instructions for Product Submission to Quality Auditing Institute Ltd.

To submit a product to QAI for the first time, please send a letter, fax or email to the Certification Manager, QAI. Where possible, information should include the following:

1. Description of the product and its intended use. List all models, types or product variations to be covered and describe similarities and differences among models or types.
2. List all components and materials used in the product including manufacturers' names, catalog numbers, sizes, ratings, etc. Note if they are Listed or Recognized by QAI or other certification organizations. Include the generic name, manufacturer and type designation on any polymeric material (for example. thermoplastic material) and explain its function in the product.
3. Include wiring diagrams illustrating any electrical or electronic circuitry, design drawings and/or photographs of the product.
4. Include all instruction manuals, safety tips, or installation instructions that you expect to supply with the product, including any markings intended to appear on the shipping container.
5. Ensure that samples have received all necessary preparation
6. Provide the name of your representative who will be the primary contact for QAI.
7. Provide the company name, contact name, and address of each factory where the product will be manufactured.
8. Provide the name and address of the listee i.e. the company you want published in the QAI listing book. This should be the name of the company under which the product will be sold. (It may be different than that of the actual manufacturer.)
9. Indicate whether this is a new or revised design has the same construction or performance characteristics as types or models previously tested by QAI. Whenever possible, QAI will use the results of previous evaluations to reduce the time and cost of testing new or revised designs.
10. Advise us of your time constraints.

QAI will arrange, with your agreement, to have the product testing carried out at a laboratory that is qualified and most convenient to your location if necessary