



AMCA 11

Certified Ratings Program Operating Manual



Air Movement and Control Association International

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Certified Ratings Program Operating Manual



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AMCA Publications

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Certified Ratings Program – Operating Manual

1. Purpose

The purpose of the AMCA International Certified Ratings Program (CRP) is as follows:

- To provide the buyer, user and specifier assurance that the manufacturer's published performance ratings of air system components are reliable, accurate and in compliance with applicable national and international standards. Further, its purpose is to provide these parties with information on how the product was tested, what appurtenances were included and other pertinent information so that they may be able to select an air system component that will provide the performance required.
- To provide a procedure for verification of the manufacturer's performance ratings on a regular schedule by check testing the certified product line in the AMCA International Laboratory or an AMCA International independent accredited laboratory.

This document shall govern the AMCA International Certified Ratings Program and is to be used in conjunction with companion documents, such as AMCA Publications 111, 211, 311, 511, 611 and 1011 and all known applicable AMCA International Certified Ratings Program documents currently in use. Unless specifically identified herein, the latest version of a referenced standard shall be effective one year after the approval date. Cases where the latest version of a referenced standard is less than a year old, the previous version of the standard shall be used.

2. Certified Ratings Program Participation Eligibility

The following entities shall be eligible to participate in the CRP:

- Any manufacturer that is a member in good standing of AMCA International.
- Any manufacturer that is not a member in good standing of AMCA International but is otherwise engaged in the design, fabrication, assembly and sale of air system components as part of its standard operations and at such frequent intervals that such devices comprise regular product offerings may be eligible to participate in the program.
- Any manufacturer that is engaged in the design, fabrication, assembly and sale of air system components but does not otherwise satisfy the criteria for membership in AMCA International may be eligible to participate in the program.
- Any business that sells the product(s) of an AMCA-licensed manufacturer under the name of the selling company shall also be eligible to participate in this program with regard to the specific product(s) for which the licensed manufacturer has been licensed by AMCA to apply the CRP seal (henceforth referred to as the "AMCA International Certified Ratings Program Seal" or the "Seal").
- Any business licensed by an original manufacturer or parent company to fabricate, assemble and sell product(s) of the original manufacturer or parent company shall also be eligible to participate in this program with regard to the specific product(s) for which the original manufacturer or parent company has been licensed by AMCA to apply the AMCA International Certified Ratings Program Seal.

3. Administration

3.1 Administrator

The administration of the CRP shall be the responsibility of the executive director of AMCA International.

3.2 Promotion of the AMCA International Seal

The executive director of AMCA International shall be responsible for promoting the use of the AMCA International Certified Ratings Program Seal.

3.3 Registering complaints

Complaints regarding ratings, certified products, misuse of the AMCA International Certified Ratings Program Seal or reference to the AMCA International Certified Ratings Program Seal shall be addressed to the executive director or appropriate staff of AMCA International. These complaints shall be submitted in writing and shall be accompanied by supporting evidence.

3.4 Confidentiality

The executive director of AMCA International and AMCA International staff shall keep all information, test data and related communications confidential.

3.5 Section headings

Section headings used in this document are for convenient reference and do not alter the meaning of any section contained herein.

3.6 Impartiality

The AMCA International Certified Ratings Program shall be administered impartially. An impartiality oversight committee (IOC) is tasked with ensuring that impartiality is safeguarded. The IOC shall be made up of key interested stakeholders and shall be balanced so that no single interest group predominates.

The IOC has the right to take independent actions if its recommendations are not followed. The IOC shall meet as needed based on impartiality subjects that need to be discussed and resolved. At the minimum, an annual correspondence will be sent through email to the committee members to conjugate on any matters pertaining to impartiality of the Certified Ratings Program.

4. Responsibilities of Parties

4.1 AMCA International staff responsibilities

AMCA International staff are responsible for administering the CRP in accordance with the requirements set forth in this document. AMCA staff will verify that the performance ratings developed by the Licensee were developed in accordance with the requirements of the CRP, conduct precertification test(s) to confirm the AMCA International Licensee's (henceforth referred to as "the Licensee") test results and conduct check tests of the Licensee's products as required by the CRP.

Precertification tests shall have priority over check tests.

AMCA International staff are also responsible for verifying that the catalogs published by the Licensee conform to the requirements of the program.

4.2 Licensee's responsibilities

The Licensee is responsible for certification that the performance ratings of certified products were developed in accordance with the requirements of this program and that the products provided to the Licensee's customers perform within the tolerance allowed by this program. The Licensee is responsible for determining the number of sizes that need to be tested to establish performance ratings for the certified product line.

The Licensee is responsible for publishing a catalog in accordance with the requirements of this program.

The Licensee shall provide, upon request, access for A2LA (American Association for Laboratory Accreditation) assessment teams to assess AMCA International's performance of certification activities at the Licensee's site. A2LA accredits the AMCA International Certified Ratings Program per the

5. Definitions

5.1 General

5.1.1 Alias

An alternate name of a Licensee that can be used in lieu of the Licensee's corporate name in product catalogs and other publications associated with the Licensee's product. Aliases are also known as D.B.A.s ("doing business as"), A.K.A.s ("also known as"), O.A.s ("operating as"), brand names, etc. Aliases shall be identified in the License Agreement.

5.1.2 AMCA International

The Air Movement and Control Association International Inc., a non-profit corporation organized under the laws of the state of Illinois having its principal office at 30 West University Drive, Arlington Heights, Illinois, 60004, USA.

5.1.3 AMCA International accredited laboratory

A laboratory that has been accredited in accordance with AMCA Publication 111, *Laboratory Accreditation Program*. An accredited laboratory may be owned and operated by a Licensee with certified ratings or by an independent individual or organization.

5.1.4 AMCA International Certified Ratings Program Seal

A registered trademark of AMCA International that can be applied to products to indicate that the product is certified by the Licensee to bear it. Seals are the property of AMCA International and may be used only on the particular product of the Licensee listed in the appendices of the License Agreement. Reproductions of the AMCA International Certified Ratings Program Seal may be used in catalogs and other publications only as permitted by Section 10.

Hereinafter the AMCA International Certified Ratings Program Seal will be referred to as "the Seal."

5.1.5 AMCA International Laboratory

The laboratory located at AMCA International's principal office in Arlington Heights, Illinois, USA, or at Asia AMCA in Malaysia.

5.1.6 AMCA International License Agreement

A legal contract between AMCA International and a person, firm or corporation that authorizes participation in the AMCA International CRP and the affixing of the Seal to products listed in its appendices of the license. Annex A contains this License Agreement.

5.1.7 AMCA International license appendix

A separate appendix to AMCA International's CRP License Agreement issued for each certified product line listing the product identification.

5.1.8 AMCA International Licensee

A person, firm or corporation that enters into a license agreement with AMCA International to certify the ratings of a product or products in accordance with the requirements of this program.

5.1.9 AMCA website CRP updates

Three sections on the AMCA International website are designated to augment the CRP Directory of Certified Products. The purpose of each section is as follows:

- Non-certified product section: This section lists product lines that are or were improperly or wrongfully identified as being certified. These product lines are not certified per the requirements of the AMCA CRP.

- **Directory of violation notices:** This is a listing of all known catalogs of certified products that have been verified as not meeting all of the requirements of the AMCA International CRP and that could not be corrected within a specified grace period. These catalogs are not approved by AMCA International.
- **Enforced license withdrawals:** This section lists licenses that were withdrawn by AMCA International as a consequence of a CRP violation. Enforced license withdrawal is a final enforcement action after all corrective measures required by the CRP have been taken. These product lines are not certified per the requirements of the AMCA CRP.

5.1.10 Catalog

A record of performance ratings made available to the general public. Specific requirements for a catalog can be found in each AMCA International CRP product rating manual. Any printed or electronic document, product selection program or database that is publicly available and contains a product description of a certified product and performance ratings is a catalog.

Catalog formats may include (but are not limited to):

- **Product selection programs,** which are computer-based interactive tools for the configuration of a product item for a user-customized product rating. A product selection program differs from an electronic print catalog in that it responds to the actions of a user to present performance data.
- **Electronic print catalogs,** which are similar to paper-based catalogs but are stored in an electronic print file, such as a PDF file or other similar type of electronic document. These types of catalogs are, for the purposes of the AMCA International CRP, treated the same as paper-based catalogs.
- **Paper-based catalogs,** which are generally referred to as “print catalogs.” AMCA International will scan, store and identify all paper-based catalogs as electronic print files.

Catalogs will be used for check test comparison data according to the following order of precedence:

- Product selection program.
- Electronic print catalog.
- Paper-based catalog.

Where multiple versions of a given catalog format exist, the latest approved version shall be used.

5.1.11 Catalog data

The performance ratings of each model and dimensional data of the product line in the specific format that is to be published.

5.1.12 Certified product

A product that has met the requirements of this program and for which a license appendix to the License Agreement has been issued.

5.1.13 Certified rating

A published performance rating of a product that the Licensee certifies has been tested and rated in accordance with the requirements of the CRP and that has been certified by the Licensee to bear the Seal.

5.1.14 Challenge test

A test on a certified product performed by the AMCA International Laboratory or an AMCA International independent accredited laboratory at the request of a person, firm or corporation to determine whether the unit performs within the tolerances specified in the applicable product rating manual. In cases in which the laboratories listed above do not have the capabilities to perform the test, an AMCA approved third party laboratory may perform the test under the oversight of AMCA staff.

5.1.15 Check test

A periodic validation test performed by the AMCA International Laboratory or an AMCA International independent accredited laboratory to ensure ongoing accuracy of performance ratings for a certified product. Check tests are required in accordance with Section 9 to maintain certification. In cases in which

the laboratories listed above do not have the capabilities to perform the test, an AMCA approved third party laboratory may perform the test under the oversight of AMCA staff.

5.1.16 CRP form

The application submitted by the Licensee. Basic product line information and how the published ratings are developed are listed in CRP forms. See Table 1.

Table 1 – CRP Form Types

Product	CRP form for basic certification procedure	CRP forms for alternate certification procedures	AMCA Publication reference(s)
Fans	CRP-8	CRP-A, CRP-I, CRP-B, CRP-L, CRP-M	AMCA 211, AMCA 311
Dampers	CRP-5D	CRP-A, CRP-I, CRP-B, CRP-L, CRP-M	AMCA 511
Louvers	CRP-5L	CRP-A, CRP-I, CRP-B, CRP-L, CRP-M	AMCA 511
Airflow Measuring Stations	CRP-6	CRP-A, CRP-I, CRP-B, CRP-L, CRP-M	AMCA 611
Acoustic Duct Silencers	CRP-10	CRP-A, CRP-I, CRP-B, CRP-L, CRP-M	AMCA 1011

5.1.17 CRP program documents

Formal licensing procedures for all of AMCA International's CRPs are contained in AMCA Publications 11, 211, 311, 511, 611 and 1011.

5.1.18 CRP violation

Any occurrence involving the AMCA International CRP that is a breach of the program rules defined by the program documents. Each CRP violation is listed in Table 3, with a reference to the section in the program documents that describes the violation and required actions to be taken.

5.1.19 Directory of Certified Products

A list of certified products on the AMCA website

5.1.20 Enforced license withdrawal

A withdrawal of a product line license from the AMCA International CRP resulting from a violation.

5.1.21 Independent accredited laboratory

A laboratory commissioned by the AMCA International Board of Directors to perform precertification tests, check tests, performance rating tests and challenge tests.

5.1.22 License appendix withdrawal

Any withdrawal that removes the product line completely from the AMCA International CRP. A withdrawal can be voluntary or enforced.

5.1.23 License suspension

A grace period for the Licensee to correct a violation.

5.1.24 Precertification check test

A validation test performed by the AMCA International Laboratory or an AMCA International independent accredited laboratory prior to certification to establish that the product will perform as indicated by the applicant's submitted data. One or more precertification check tests may be required for a product line, depending on the method used to determine the ratings. In cases in which the laboratories listed above do not have the capabilities to perform the test, an AMCA approved third party laboratory may perform the test under the oversight of AMCA staff.

5.1.25 Primary group member

The designated full member of a Group that is responsible for attesting that all of the full members of the Group meet the ownership requirements as stated in the Bylaws.

5.1.26 Product line

A series of products of varying size with a common design purpose and similar aerodynamic features (or an individual product that is offered for sale in only one size) that are cataloged under the same product description or name and/or identifying reference and that are within the scope of this program. The Licensee shall not use product name terminology that creates confusion in the marketplace without appropriate disclaimers.

5.1.27 Product similarity

This will vary by product and is defined in each product rating manual.

5.1.28 Public

When used with the availability of a product line catalog, shall mean all users and specifiers, including competitors.

5.1.29 Shall and should

For purposes of this document, all other documents relating to the Certified Ratings Program and all AMCA International documents, the word "shall" denotes a mandatory requirement; the word "should" denotes an advisory statement.

5.1.30 Third party catalog

A catalog developed by an independent third party selling products certified per the AMCA CRP under the Licensee's name.

5.1.31 Voluntary license withdrawal

A withdrawal of a product line license from the AMCA International CRP at the Licensee's request (e.g., because of a product line becoming obsolete). A voluntary withdrawal should not imply any fault.

5.2 Classifications and types of companies

5.2.1 AMCA member

Refer to AMCA International Bylaws.

5.2.2 AMCA group member

A group of members, all of which are at least 50% owned and controlled by a single parent company. The parent company may, but is not required to be, a part of the Group. Refer to AMCA International Bylaws.

5.2.3 Manufacturer

An entity that makes a product through a process involving raw materials, components or assemblies, usually on a large scale with different operations divided among different workers. The manufacturer shall retain control of the overall design and the manufacturing process to ensure integrity of the products being manufactured.

5.2.4 Subsidiary

A subsidiary corporation or company is one of which another, generally larger corporation, known as the parent corporation, owns all (wholly owned) or at least a majority of the shares. As the owner of the subsidiary, the parent corporation may control the activities of the subsidiary.

Subsidiaries can be formed in different ways and for various reasons. A corporation can form a subsidiary either by purchasing a controlling interest in an existing company or by creating the company itself.

Corporations that operate in more than one country often find it useful or necessary to create subsidiaries. For example, a multinational corporation may create a subsidiary in a country to obtain favorable tax treatment, or a country may require multinational corporations to establish local subsidiaries to do business there. The parent corporation has the duty to promote the subsidiary's corporate interests, to act in its best interest and to maintain a separate corporate identity.