

HOW TO COMPLETE AN APPLICATION FOR LISTING

Authority

Health and Safety Code , Section 13114 (b) mandates that fire alarms, fire alarm devices, Carbon Monoxide (CO) alarms, and wood roofing shakes and shingles to be approved and listed by the CAL FIRE-Office of the State Fire Marshal (OSFM) prior to market, distribute, offer for sale, or sell. Other devices or products are not mandated to be listed by the OSFM can be listed also, and participate in our listing program is strictly voluntary.

Regulations

Title 19, California Code of Regulations (CCR) outlines the listing requirement and fee structure.

Building Materials Listing Program's Policies and Procedures.

Application Form

An application form is available at the following link:

<http://osfm.fire.ca.gov/strucfireengineer/pdf/bml/listingApplication.pdf>

Type of Applications

One application shall be completed for each listing. Please do not combine them. Incomplete application will be returned and only the listing fee will be refunded (after initial review). The four types of applications are as follow:

1. New Listing: New product that have never been listed by the OSFM.
2. Cross Listing: New products that are multiple listed from another manufacturer.
3. Technical Revision: Product change/revise/add to an existing OSFM Listing (Must have a valid OSFM Listing Number).
4. Non-Technical Revision: Changes to company name and/or address.

Fee structure

1. New Listing
 - \$320 (\$170 Evaluation fee, \$150 Listing fee)
2. Cross Listing
 - \$320 (\$170 Evaluation fee, \$150 Listing fee)
3. Technical Revision (add new model/changes to existing listing)
 - \$200 (Evaluation and Processing Fee)
4. Non-Technical Revision
 - \$25 (Processing Fee)

Approved Testing Agency

All OSFM Listed products shall be tested by an OSFM Approved Testing Agency. An approved testing agency can be downloaded at from our Website at the following link:

<http://osfm.fire.ca.gov/strucfireengineer/pdf/lab/approvedtestinglabs.pdf>

Inspection and Labeling Service

As requires per Title 19, California Code of Regulations, all OSFM listed products shall meet the inspection and labeling requirement. Please refer to the below link for details:

<http://osfm.fire.ca.gov/strucfireengineer/pdf/bml/t-19.pdf>

Listing Category

You can view the OSFM listing category at the following link:

<http://osfm.fire.ca.gov/strucfireengineer/pdf/bml/categorybm.pdf>

Required Supporting Document/Test Report

- A. New Listing
 - Must submit a complete test report
 - Proof of inspection and labeling service
- B. Cross Listing
 - Must submit the Laboratory Correlation Sheet or Multiple Listing Sheet
 - Proof of inspection and labeling service
- C. Technical Revision (add new model/changes to existing listing)
 - Submit only the new test report section(s) that relating to the new change/Models etc.
- D. Non-Technical Revision
 - A proof of company/listing change from the testing laboratory, a request letter from the new company and a letter from the former company that authorized the change(that currently on existing OSFM Listing) are required for company name change. (Not require for address change)

Test Reports

Depending on which laboratory who conducted the testing for your product, the following are some typical test report formats from the nationally recognized testing laboratories (NRTL) as examples.

A. Underwriters Laboratories (UL)

A complete Underwriters Laboratories (UL) test report should have the following:

1. Title page.
2. Product Description.
3. Illustrations/Diagrams.
4. Installation Instructions (If applicable).
5. Product Manual (If applicable).
6. Label.
7. Authorization to Mark (If applicable).
8. Test Records Section.
9. Conclusion.

The UL Follow-Up Service (FUS) Procedure is proprietary to UL, the UL Applicant (manufacturers) and the UL Applicant's manufacturing facility(ies). The UL Applicant has access to their UL FUS Procedure electronically on UL MyHome at www.ul.com

UL Certified products are viewable on UL's Online Certification Directory also at www.ul.com. Please go to the very lower right of our home page to access this directory.

B. Intertek

An Intertek test report is consisting of:

1. Reference and Address.
2. Product Description.
3. Product photographs.
4. Critical Components.
5. Critical Features.
6. Illustrations.
7. Test Summary.
8. Signature.
9. General Information.

C. FM Approvals (FM)

An FM report is consisting of:

1. Cover Page.
2. Introduction.
3. Description.
4. Examinations and Tests.
5. Marking.
6. Remarks.
7. Surveillance Audits.
8. Manufacturer's Responsibilities.
9. Documentation.
10. Conclusion.
11. Attachment.

Raw Data

If the submitted test report has a "Summary Test Record", the "Raw Data" shall be submitted.

Authorized Contact Person

In order to prevent unauthorized request (typically from sale representative/contractor etc.), only one authorized contact person who can request new listing, request change and modification to existing listing and discuss any issues that relating to the pending application of that company. A request change to authorized contact person and email/phone must be in writing and there is no charge for this request.

Engineering Evaluation

It has been our policy that the OSFM does not accept Engineering Evaluation in lieu of actual testing. Engineering Evaluation may be accepted for minor revision to a listing, on a case by case basis only, provided that the testing laboratory 's justification is acceptable.