



PRI Validation Program for Building Materials

PRI Validation Program for Building Materials: Scheme

1. Scope

- 1.1. PRI Validation Program for Building Materials is an independent, third-party product certification scheme for building materials used in commercial and residential structures.
- 1.2. PRI Validation Program for Building Materials is owned PRI Construction Materials Technologies, LLC ("PRI") and is for the sole use of PRI Construction Materials Technologies, LLC clients.
- 1.3. The purpose of PRI Validation Program for Building Materials is to assist clients, consumers, and other marketplace participants (e.g. building officials, product distributors, specifiers & architects, insurance agents) in attesting product conformity to normative standard(s) and in differentiating product(s) in the marketplace.
- 1.4. PRI Validation Program for Building Materials maintains a scope of product standards and/or other normative documents used in product certification (Doc No: VALBMS-1).

2. Requirements

- 2.1. **Application** – The process for product certification is initiated by a client with application. Applications for new product certification(s) and/or revision(s) to existing product certification(s) may be a submitted application form (Doc No: VALBMA-1), an e-mail communication, or noted documentation from verbal communication. Applications shall be directed to and collected by PRI. Application information may be collected in various forms and assembled into a single file for Application Review.
 - 2.1.1. Application must be filed by the legal entity having ownership over and/or rights to the product(s) for which certification is sought.
 - 2.1.2. Application shall identify product(s) for which certification is sought.
 - 2.1.3. Application shall identify the normative standard(s) to which product certification is sought.
 - 2.1.4. Application shall identify the name(s) and physical location(s) where identified product(s) is/are manufactured.
 - 2.1.4.1. Outsourced manufacturing process(es) (e.g. toll manufacturing) is/are allowed, but must be disclosed. Additional information may be required to substantiate product certification.
 - 2.1.5. Application shall be accompanied by technical substantiation for product certification. Technical substantiation shall consist at a minimum of the following: Product and/or Technical Data Sheet and Laboratory Test Results report(s) (see 2.3.).
 - 2.1.6. Application shall be accompanied by quality assurance substantiation for the manufacture process and location for product certification. Quality assurance substantiation shall consist at a minimum of the following: Quality Manual and Qualifying Inspection report(s) (see 2.3.).
 - 2.1.7. Application should include any other information relevant to the product(s) for which certification is sought.
- 2.2. **Application Review** – Upon receipt of an Application, Application Review is performed. Application Review assesses the Application for completeness (see 2.1.) and suitability for PRI Validation Program for Building Materials. Successful Application Review leads to Evaluation.
 - 2.2.1. Incompleteness is resolved during Application Review. Resolution(s) to incompleteness shall be noted within the Application. Resolution(s) to incompleteness may be acknowledgement(s) that an application item is not yet available (e.g. Laboratory Test Results report, Qualifying Inspection report)



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- 2.3.1.2.1.** Quality documentation (e.g. Quality Manual) for the product(s) and/or manufacture location(s) shall be submitted to PRI. PRI shall be notified of any changes and/or revisions to quality documentation or manufacture process.
- 2.3.1.3.** Surveillance – PRI Validation Program for Building Materials assigns Surveillance or Follow-Up Service (see 2.6.). Surveillance requirements are determined by PRI.
- 2.3.1.4.** PRI Validation Program for Building Materials may rely on certifications from other product certification agencies, other than PRI, to suffice Qualifying Testing during initial Evaluation. Other product certification agency shall be accredited to ISO/IEC 17065 by an accreditation body that is a signatory to the International Laboratory Accreditation Cooperation Mutual Recognition Agreement. Where these certifications are utilized, Surveillance during the first year of product certification should confirm and/or establish basis for product conformity to normative standard. In no instance, shall Qualifying Inspection be omitted.
- 2.3.2.** Conformity Assessment compiles and evaluates reports associated with Qualifying Testing and Qualifying Inspection for nonconformities. Nonconformities may include, but are not limited to, a.) test result(s) that are outside the compliance parameters of the normative standard and b.) corrective action request(s) identified during inspection. Conformity Assessment records and documents all nonconformities and all iterations to resolve nonconformities, including successful resolution.
- 2.3.2.1.** PRI shall inform client of all nonconformities.
- 2.3.2.2.** PRI shall inform client of required actions, activities, and/or tasks to resolve nonconformities. Client may elect to pursue nonconformity resolution or terminate pursuit of product certification. If client elects to pursue nonconformity resolution, Evaluation is iteratively processed until successful resolution is achieved or termination is elected.
- 2.4. Review & Certification Decision** – Upon successful Evaluation, Review & Certification Decision is performed. Successful Review & Certification Decision leads to Certification Documentation.
- 2.4.1.** PRI is solely responsible for and retains sole authority for certification decisions. Certification decisions shall include decisions to grant (or not to grant), to maintain, to extend, to reduce, to suspend, or to withdraw product certification.
- 2.4.2.** PRI shall notify client of decision(s). Decision(s) in the negative (e.g. not to grant, to reduce, to suspend, to withdraw) shall identify the reason(s) for the decision(s).
- 2.5. Certification Documentation** – Upon Review & Certification Decision in the positive (e.g. to grant, to maintain, to extend), PRI shall provide formal certification documentation.
- 2.5.1.** A Certificate of Certification shall be issued. Certificate will include the following information: product identification, manufacture location(s), normative standard(s), date certification is granted, and surveillance statement.
- 2.5.2.** Authorization to Use the Seal of the PRI Validation Program for Building Materials shall be granted.
- 2.5.2.1.** Seal of PRI Validation Program for Building Materials – PRI grants client the right to use the Seal of PRI Validation Program for Building Materials (“Seal”) as an attachment on and in connection with each certified product. The Seal must be displayed on product or product packaging. The Seal may be displayed on product data sheet or any written public offering relative to the product. The Seal must appear in clear legible form. PRI shall grant and provide the Seal.
- 2.5.2.2.** Use of Seal – The client agrees to display the Seal on certified product or product packaging as



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soon after product is certified, as reasonably possible but, in any case, no later than one (1) year after product certification. The client acknowledges that the Seal may be displayed on product data sheet or any written public offering relative to the product. Any replication of the Seal must be unaltered in any way from the original. Noncompliance could result in product withdrawal from the PRI Validation Program for Building Materials and withdrawal of the Seal. Upon expiration of the Agreement or product suspension or withdrawal from the PRI Validation Program for Building Materials, client shall immediately remove the Seal from product, product packaging, and all other printed material, including but not limited to product data sheet, specification sheet, and web site, no later than three (3) months from expiration or product withdrawal date.

2.5.2.3. Misuse of Seal – If PRI, in its sole judgment, determines that client has misused the Seal, PRI may withdraw the product from the PRI Validation Program for Building Materials and withdraw the right to use the Seal. The term “misuse” shall include, as examples but not by way of limitation, the following:

2.5.2.3.1. Misrepresentation – Any misrepresentation of the Seal as signifying anything other than participation in the PRI Validation Program for Building Materials pursuant to executed Agreement.

2.5.2.3.2. Mislabeled – Any mislabel of the Seal in connection with any product that is not included in the PRI Validation Program for Building Materials pursuant to executed Agreement. Mislabeled can include display of the Seal in marketing literature that refers to non-included products and fails to state clearly that the Seal applies only to those products included in the PRI Validation Program for Building Materials.

2.5.3. Product Certification shall be listed within the PRI Validation Program for Building Materials - Directory of Validated Products. The directory is available to the public on the www.pri-group.com website. Listing shall include, at a minimum, listee (i.e. client) name, product identification, manufacture location(s), and normative standard(s).

2.6. Surveillance – PRI Validation Program for Building Materials assigns Surveillance or follow-up service for certified product(s). Surveillance requirements are determined by PRI and disclosed to client within the executed Agreement. Surveillance ensures that the certified product(s) and/or manufacture process(es) remain consistent with qualifying results/reports and in compliance with the normative standard(s) for which product(s) is/are certified. Surveillance is subjected to applicable portions and processes of Evaluation (see 2.3.) and Review & Decision (see 2.4.).

2.6.1. Testing – At least once per annum, testing shall be performed on certified product(s).

2.6.1.1. Product Sampling – Samples utilized for testing shall be obtained at/from an independent point of distribution; if the product is not available through independent distribution, the product sample may be obtained from alternate source(s) and must include pertinent manufacture documentation (e.g. batch records). If product is unavailable, inspection shall be performed.

2.6.1.2. Test Methods – Testing shall be completed in accordance with normative standard(s), or partial portions thereof, to which product is certified. Surveillance testing shall be disclosed to client within the executed Agreement.

2.6.1.3. Consistent and/or Compliant Test Result – Test results demonstrating continued compliance require no additional action; ongoing product certification is deemed to be substantiated and the certified product remains within the PRI Validation Program for Building Materials in “good” standing.



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- 2.6.1.4.** Inconsistent and/or Non-Compliant Test Result – Test results demonstrating non-compliance require investigation and/or further action to substantiate ongoing product certification. At the sole discretion of PRI, but in communication with client, further action may be a retest, an acknowledgement response from client with proposed corrective action, a review of quality documentation and/or manufacture records for batch/lot tested, an in-plant inspection of manufacture location, or other. During investigation, the certified product remains within the PRI Validation Program for Building Materials in “under review” standing. Upon successful resolution to investigation, the certified product will return to “good” standing and product certification will be maintained. Upon unsuccessful resolution to investigation, the product certification will be suspended and/or withdrawn.
- 2.6.2.** Inspection – At least once per 3yr interval, an in-plant quality assurance inspection shall be performed for certified product(s). Either prior to or during inspection, quality documentation shall be reviewed.
- 2.6.2.1.** Consistent and/or Conforming Inspection Report – Inspection reports demonstrating consistent and/or conforming manufacturing process and documentation require no additional action; ongoing product certification is deemed to be substantiated and the certified product remains within the PRI Validation Program for Building Materials in “good” standing.
- 2.6.2.2.** Inconsistent and/or Nonconforming Inspection Report – Inspection reports identifying nonconformities (i.e. corrective action request(s) identified) require further action to substantiate ongoing product certification. At the sole discretion of PRI, but in communication with client, further action may be an acknowledgement response from client with proposed corrective action, an additional review of quality documentation and/or manufacture records, an in-plant inspection reassessment, a retest of product, or other. As further action(s) is/are pursued, the certified product remains within the PRI Validation Program for Building Materials and may be identified as “under review” standing. Upon successful resolution to corrective action request(s), the certified product will return to “good” standing and product certification will be maintained. Upon unsuccessful resolution to corrective action request(s), the product certification will be suspended and/or withdrawn.
- 2.6.3.** Surveillance shall periodically include an assessment of certified product(s) packaging and any related information which bears the Seal. Assessment evaluates the use and/or misuse of the Seal (see 2.5.2.).
- 3. Changes Affecting Certification**
- 3.1.** PRI Validation Program for Building Materials is a product certification scheme rooted in product standards and/or other normative documents and the Requirements (see 2.) outlined herein. When Changes Affecting Certification are implemented by PRI or other (e.g. normative document), PRI shall ensure changes are communicated to client. Similarly, Changes Affecting Certification may be requested or implemented by client. PRI shall consider all changes and shall decide on appropriate action with respect to product certification. Appropriate action(s) determined shall be communicated to client and may include Evaluation (see 2.3.), Review & Certification Decision (see 2.4.), Certification Documentation (see 2.5.), or applicable portions thereof. Some examples of Changes Affecting Certification include, but are not limited to, the following:
- 3.1.1.** Revision to product standards and/or normative documents – PRI shall evaluate the revision(s) and determine appropriate action(s). If revision is deemed significant so as to require testing to ensure continued product certification (or if an evaluation of certified product with consideration to revision warrants additional testing), then PRI shall establish and communicate a time period for client to complete and submit additional testing; client may elect to pursue testing or withdraw product from PRI Validation Program for Building Materials.



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- 3.1.2.** Revision to PRI Validation Program for Building Materials – PRI shall evaluate the revision(s) and determine appropriate action(s). If revision is deemed significant so as to affect continued product certification, then PRI shall establish and communicate a time period for implementation; client may elect to pursue continued product certification or withdraw product from PRI Validation Program for Building Materials.
- 3.1.3.** Request(s) for approval of changes to certified product(s) material composition – The client shall provide a written request and provide technical substantiation for proposed change(s). PRI shall evaluate the request(s) and determine appropriate action(s). If change is deemed significant so as to require testing to ensure continued product certification, then PRI shall establish and communicate a time period for client to complete and submit additional testing; client may elect to pursue testing or withdraw product from PRI Validation Program for Building Materials.
- 3.1.4.** Request(s) for approval of changes to certified product(s) production process(es) – The client shall provide a written request and provide quality assurance substantiation for proposed change(s). PRI shall evaluate the request(s) and determine appropriate action(s). If change is deemed significant so as to require testing and/or inspection to ensure continued product certification, then PRI shall establish and communicate a time period for client to coordinate and complete testing and/or inspection; client may elect to pursue testing and/or inspection or withdraw product from PRI Validation Program for Building Materials.
- 3.1.5.** Request(s) for additional product certification(s) (for a product already in PRI Validation Program for Building Materials) – The client shall provide a written request and provide technical substantiation for additional certifications. PRI shall evaluate the request(s) and determine appropriate action(s). Executed Agreement may be revised and/or amended to capture appropriate action(s), including Qualifying Testing and Surveillance associated with requested additional product certification(s).
- 3.1.6.** Request(s) for product certification(s) for product variant(s) (for a product already in PRI Validation Program for Building Materials) – The client shall provide a written request and provide technical substantiation for product certification(s) for product variant(s). PRI shall evaluate the request(s) and determine appropriate action(s). If product variant(s) is/are deemed significant so as to require testing and/or inspection to ensure product certification, then PRI shall establish and communicate a plan for client to coordinate and complete testing and/or inspection; executed Agreement may be revised and/or amended to capture appropriate action(s), including Qualifying Testing, Qualifying Inspection, and Surveillance associated with requested product certification(s) for product variant(s).

4. Reduction, Suspension, or Withdrawal of Certification

- 4.1.** Reduction, Suspension, or Withdrawal of Certification may occur. Actions or activities that initiate process(es) that may result in product certification reduction, suspension, or withdrawal include client request(s), Surveillance, Misuse of Seal, Complaints and Appeals, or other. In all instances, PRI shall communicate to client appropriate action(s), which may include Evaluation (see 2.3.), Review & Certification Decision (see 2.4.), Certification Documentation (see 2.5.), or applicable portions thereof.
 - 4.1.1.** Client may request a reduction to a product certification. PRI shall provide a revised and/or amended Agreement to capture client request. Certificate of Certification (see 2.5.1.) shall be revised. Product Certification listing detail (see 2.5.3.) within the PRI Validation Program for Building Materials - Directory of Validated Products shall be revised.
 - 4.1.2.** Client may request withdrawal of a product certification. Withdrawal Notice of Certificate of Certification shall be noted and provided. Authorization to Use the Seal of the PRI Validation Program for Building Materials shall be revoked. Product Certification listing within the PRI Validation Program for Building Materials - Directory of Validated Products shall be removed.



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- 4.1.3.** PRI Validation Program for Building Materials assigns Surveillance and/or Follow-Up Service (see 2.6.). Surveillance ensures that the certified product(s) and/or associated manufacture process(es) remain consistent with qualifying results/reports and in compliance with the normative standard(s) for which product(s) is/are certified. Surveillance may result in reduction, suspension, or withdrawal of product certification. Refer to 2.6. Surveillance for additional details.
- 4.1.4.** Misuse of the Seal of the PRI Validation Program for Building Materials may result in withdrawal of product certification. Refer to 2.5.2.3. Misuse of Seal for additional details.
- 4.1.5.** Substantiated Complaints & Appeals may result in reduction, suspension, or withdrawal of product certification. Refer to 6. Complaints & Appeals for additional details.
- 4.1.6.** Other actions or activities may result in suspension or withdrawal of product certification. Such actions or activities include the following:
 - 4.1.6.1.** Denial, by client, of PRI or third-party inspection agency representatives access to manufacture location for purposes of inspecting quality assurance process(es) of the product for which product certification is granted.
 - 4.1.6.2.** Failure, by client, to provide technical substantiation and/or quality assurance substantiation of the product for which product certification is granted.
 - 4.1.6.3.** Failure, by client, to provide payment of fees associated with product certification. A final notice shall be provided by PRI of outstanding balance; final notice shall stipulate that payment must be received within 30days of notice or product certification will be suspended and/or withdrawn.
- 4.2.** A product certification may be suspended based on unsuccessful resolution to a Surveillance activity, unsuccessful resolution to a substantiated Complaint and/or Appeal, or other. Suspension triggers complete re-assessment of the product to include Evaluation (see 2.3.), Review & Certification Decision (see 2.4.), and Certification Documentation (see 2.5.). During suspension, Authorization to Use the Seal of the PRI Validation Program for Building Materials is revoked; client shall not use or label product with the Seal of the PRI Validation Program for Building Materials. Product Certification listing within the PRI Validation Program for Building Materials - Directory of Validated Products shall be noted as “suspended” standing. Upon successful complete re-assessment, the product standing will return to “good” and product certification will be reinstated, including the Reauthorization to Use the Seal. Upon unsuccessful complete re-assessment, the product certification will be withdrawn.

5. Record(s) Control

- 5.1.** PRI retains records that provide evidence that all certification process requirements have been effectively fulfilled. These records include, at a minimum, Application, executed Agreement, Laboratory Test Results report(s), Qualifying Inspection report(s) and associated quality documentation (e.g. Quality Manual), Certificate of Certification, and Surveillance activities.
- 5.2.** Records are considered confidential information. PRI shall use confidential information only for such purposes necessary in the performance of product certification and during the term of certification, and shall not use or disclose any such confidential information to third parties without the written consent of client or pursuant to a court order (see 5.2.6.). Confidential information shall mean:
 - 5.2.1.** The executed Agreement
 - 5.2.2.** The technical documentation (e.g. technical data sheets, Laboratory Test Results reports, Surveillance records), quality documentation (e.g. Inspection reports, Quality Manual, procedures, formulae), and other deliverables that are provided in connection with product certification process.



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- 5.2.3. Information about certified product or client obtained from other, third-party sources (e.g. product control authorities, building officials, complainants).
- 5.2.4. Any information provided by client or PRI to the other and that is marked as confidential.
- 5.2.5. Exclusions – Confidential information does not include the following:
 - 5.2.5.1. information that is known to recipient prior to first receipt of such information,
 - 5.2.5.2. information that is generally known to the public prior to first receipt of such information,
 - 5.2.5.3. information that becomes generally known to the public, other than as a result of a disclosure by recipient.
 - 5.2.5.4. information that is required to be disclosed pursuant to a court order (see 5.2.6.)
- 5.2.6. Court Order – If PRI is served with a court order requesting the disclosure of confidential information, PRI shall promptly notify client. The term “court order” shall indicate a subpoena issued by a court or other governmental agency of competent jurisdiction. In the event that client chooses to contest the request, PRI shall cooperate with client. The responsibility for contesting the request shall rest solely with client. If client declines to contest the request or is not successful in contesting the request, PRI will provide requested documentation. Any costs incurred by PRI in responding to the request, including reasonable attorney fees, shall be reimbursed by client immediately upon invoicing by PRI.

5.3. Records directly related to product certification are retained for at least 5 years.

6. Complaints & Appeals

- 6.1. Any interested party may submit a Complaint and/or Appeal regarding a certified product within PRI Validation Program for Building Materials. Complaint and/or Appeal should be submitted to PRI by e-mail (preferred method) or U.S. mail. Submissions should provide as much information and data as possible in order to help evaluate the Complaint and/or Appeal; requisite information includes product identification, batch or lot identification or location and date of purchase, and description of defect.
- 6.2. Upon receiving a Complaint and/or Appeal submission, PRI shall complete an initial assessment for applicability and validity. PRI will acknowledge receipt of Complaint and/or Appeal.
- 6.3. If deemed applicable and valid, PRI shall investigate the Complaint and/or Appeal. PRI shall endeavor to gather information, verify defect, or otherwise investigate applicable and valid Complaint and/or Appeal. Investigation shall conclude with a decision that Complaint and/or Appeal is substantiated or unsubstantiated.
 - 6.3.1. Within PRI Validation Program for Building Materials, a substantiated Complaint and/or Appeal is considered akin to an Inconsistent, Non-Compliant, or Nonconforming Surveillance activity. Client shall be notified. Refer to 2.6. Surveillance for additional details.
 - 6.3.2. An unsubstantiated Complaint and/or Appeal is closed.
- 6.4. Complaints and/or Appeals are received by, assessed by, and investigated by person(s) not involved in product certification activities.