



QPS Evaluation Services Inc.

Accredited in Canada by SCC as a Certification, Testing and Inspection Body
Accredited in the USA by IAS as a Certification and Field Evaluation Body

Guide to Certification

The certification process consists of the following 10 major steps. QPS will work very closely with you at every step to ensure an efficient and hassle-free outcome:

- 1) You contact our [Customer Service](#) at 1-877-746-4777, or use our website www.qps.ca and complete the [Request for Call Back](#) form or download and fill out one of our Request for Quote forms and submit them to customerservice@qps.ca.
- 2) You provide a brief description of, and information on the product you want certified and the target market where you intend to market it.
- 3) We will promptly respond and provide you with a quote. We will also ask you to make a formal application, fill out some forms, provide needed additional information (if applicable), and submit a sample of the product for testing (if the [In-house Testing Option](#) is selected).
- 4) If you have technical questions, or if you are not sure which of our [Certification Options](#) is best for you, one of our engineering staff will be glad to assist. You may also want to take advantage of our [Technical Information Service](#).
- 5) You sign and return the completed forms, provide the test sample, and supply any additional information requested.
- 6) We will test the product and provide you with a "Findings Letter" outlining the outcome of testing and evaluation conducted, and what to do next to obtain certification. This letter may ask you to respond to specific item, or to alter the product to meet the requirements.
- 7) You will respond to the Findings Letter in writing.
- 8) Where applicable, we will conduct an "initial factory inspection" (IFI) at the factory where the product is manufactured. This step is usually done in parallel with step 5.
- 9) We will issue a Certificate of Compliance authorizing you to apply the QPS Certification Mark on the product at the designated factory, provided the following conditions are met:
 - The product meets the requirements.
 - You have signed the Service Agreement.
 - Your response to the Findings Letter is satisfactory.
 - The IFI is satisfactory.
- 10) Upon granting certification, and based on the [Certification Option](#) used, we will establish a factory inspection plan and advise you accordingly.

YOUR FULL SERVICE PARTNER IN GLOBAL CONFORMITY ASSESSMENT

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