



Department of Building & Safety
Materials Control
221 N. Figueroa Street, Suite 700
Los Angeles, California 90012
(213) 577-8015
ladbs_materialscontrol@lacity.org

APPROVED TESTING AGENCY RENEWAL

City of Los Angeles Testing Agency approval is due for renewal sixty (60) days prior to the expiration date. It may be necessary to conduct an inspection of the facility prior to reapproval. To avoid delays with processing, do not leave any blanks. Answer the questionnaire and sign where indicated.

Provide an explanation for any boxes checked "Yes" on a separate sheet of paper.

1. Has there been a change in the name or ownership of the company?	<input type="radio"/> Yes	<input type="radio"/> No
2. Has there been a change in the corporate structure or personnel?	<input type="radio"/> Yes	<input type="radio"/> No
3. Has there been a change in the person(s) in charge of Quality Assurance?	<input type="radio"/> Yes	<input type="radio"/> No
4. Has there been a change in the physical location of the facility or mailing address?	<input type="radio"/> Yes	<input type="radio"/> No
5. Has there been any changes in equipment needed to perform the applicable tests?	<input type="radio"/> Yes	<input type="radio"/> No

Responsible personnel in charge of quality assurance, and **only those qualified by LADBS**, are required to **print and sign**. (e.g. Engineers and Lab Managers) List additional personnel on a separate sheet of paper as needed.

1. _____

2. _____

TESTING AGENCY APPROVAL NUMBER (TAxxxxx): _____

COMPLETE COMPANY NAME & DBA (if applicable): _____

LABORATORY ADDRESS: _____

CITY, STATE, ZIP CODE: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ EMAIL: _____

Copies of the most recent **Calibration Certificates** for all testing apparatus and instruments used under this approval shall be provided with each renewal application. Calibrations are to be updated as recommended per the Manufacturer's Specifications, but shall not exceed more than one year from the recorded date of the previous calibration.

Tax-Exempt Organizations are to attach the non-profit affirmation letter to qualify for the fee exemption.

Reference Materials are required to be immediately accessible to all Quality Control Personnel:

- a. Current edition of Los Angeles Building Code (L.A.B.C.)
- b. Applicable Referenced Standards (Chapter 35 of the L.A.B.C. such as AISC, ASTM, AWS, ICC, etc.)
- c. Applicable Los Angeles Building & Safety Information Bulletins

List all actual and applicable reference materials and standards made available and found at the facility:
(e.g. AWS D1.1; A999; ASTM D4429)

Provided Information Declaration and Statement Agreeing to Pay Fees

The undersigned applicant for approval, being owner or corporate officer, declares the provided information is true and correct and agrees to reimburse the City of Los Angeles for all fees per Sections 98.0503(b) & 98.0503(d) of the Los Angeles Municipal Code and applicable to the subject facilities.

Business Name and d.b.a. (if applicable)

Date

Printed Name and Title of Owner or Corporate Officer

Signature



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CONFLICT OF INTEREST STATEMENT

This is to certify that this agency is an independent third-party testing organization, or testing and inspection organization with no organizational, managerial, or financial affiliation with manufacturers, suppliers, or vendors of products under its testing, or testing and certification program.

By my signature I further certify to the following:

- (a) The agency is not owned by manufacturers or vendors.
- (b) The agency administration is not controlled by manufacturers.
- (c) The agency has a policy of non-conflict of interest covering all employees.
- (d) The agency has a policy of not acting as an advocate or consultant for a client whose products or materials are under review by the City.

Date Print Title and Name of Owner or Corporate Officer Signature

Conflict of Interest Statement Shall Be Notarized – NOTARY SEAL:

Signature of Notary