

Document Name: NIJ CTP Manufacturing Location	Approval Date: dd Mmm yyyy
Revision: 07 Dec 2015	Implementation Date: dd Mmm yyyy
OMB Number: 1121-0321	Expires: dd Mmm yyyy

National Institute of Justice Compliance Testing Program Manufacturing Location Notification

In accordance with the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The OMB number for this collection is 1121-0321. Public reporting burden for this collection of information is estimated to average 20 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information.

This information is being requested pursuant to 6 U.S.C. 162(b)(4) and 6 U.S.C. 162(b)(6)(B). The disclosure is voluntary. The information provided on this form will be used by the National Institute of Justice (NIJ) to administer the NIJ Compliance Testing Program (NIJ CTP), a conformity assessment program for products used by criminal justice practitioners. This information and the associated products are submitted voluntarily.

PRIVACY ACT NOTICE: The information provided in this document is not considered Confidential Commercial Information and may be released without limitations or restrictions.

This NIJ CTP Applicant Agreement is dated when signed by the Applicant Signatory, and is between the Applicant and the Conformity Assessment Body (“CAB”), which consists of both NIJ and the recipient of the Cooperative Agreement Number 2014-IJ-CX-K004 issued by the Office of Justice Programs, NIJ.

The CAB implements the functions of the NIJ CTP, a program funded by NIJ, which in turn is part of the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP). NIJ monitors and directs the administration of the NIJ CTP.

This agreement shall supersede all previous National Institute of Justice Compliance Testing Program Manufacturing Location Notifications for this model between the Applicant and the CAB.

Model Designation: _____

Test ID: _____

Date of Notification: _____

Please provide business headquarters information below.

Applicant Name: _____

Applicant Address: _____

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Telephone:

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Model Designation: _____

Test ID: _____

The Applicant hereby expressly acknowledges and agrees as follows:

1. General

This document must be completed and received by the NIJ CTP at least five business days prior to beginning production at any location. Notifications shorter than two weeks may incur additional costs for the mandatory initial product inspections.

Any other changes to manufacturing locations (Production Stop) shall be communicated to the NIJ CTP as soon as possible.

Notification that production at a specific location has stopped may take up to 30 days for the NIJ CTP to process and stop surveillance activities.

The body armor model identified above shall be manufactured only at the locations identified here.

This agreement does not authorize any changes except the manufacturing location and the associated information appearing on the label.

Failure of the Applicant to provide current and accurate information concerning manufacturing locations could result in unnecessary costs to the applicant in the form of unnecessary surveillance (Follow-up Inspection and Testing, or FIT) charges.

Failure of the Applicant, additional Listee(s) or locations to abide by the requirements of the NIJ CTP could have a negative impact on the Applicant's continued participation in the NIJ CTP, up to and including the removal of all Applicant models from the compliant product list under any brand or trademark.

The point of contact (or alternate) for each location should be available on site and prepared to escort the inspection representative.

2. Manufacturing (Including Subcontracted Manufacturing)

The NIJ CTP shall hold the applicant fully responsible for production of all products identified by this model or Test ID at all locations. This includes responsibility for all locations':

- a. adherence to the applicable construction and assembly described in current documents provided to the NIJ CTP by the Applicant; and
- b. the compliance of this model with program requirements; and
- c. following the manufacturing processes used for samples provided for initial determination testing (this includes quality assurance and applicable verification of purchased materials); and
- d. maintaining records associated with quality and tracking of individual armors; and
- e. notifications of end users; and
- f. recalls when necessary.

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3. Access to Manufacturing Locations for Surveillance Activities (Follow-up Inspection and Testing)

The Applicant expressly acknowledges and agrees that full, safe and secure access shall be provided to NIJ CTP staff, representatives, their agents or designees, either announced or unannounced, for all manufacturing facilities and/or storage facilities, records and personnel used in the manufacture of models of equipment identified in this document. This includes the selection and removal of production samples from manufacturing facilities at the Applicant's expense for the purposes of surveillance (FIT).

Applicant is free to verify NIJ CTP staff, representatives, their agents or designees meet any U.S. Persons requirements (citizenship, Green Card Status) applied to its own employees prior to their entry. It is the applicant's responsibility to communicate the manufacturing locations requirements to the NIJ CTP prior to the first inspection in order to avoid unnecessary costs to the applicant in the form of an incomplete or canceled inspection

4. Subcontracting Surveillance Activities

The Applicant agrees that the NIJ CTP may subcontract surveillance activities to third parties. The Applicant authorizes the NIJ CTP to disclose to the subcontractor any information necessary for such performance of the inspection by the subcontractor. The NIJ CTP shall provide as a term of any such subcontract that the subcontractor shall meet the NIJ CTP's current qualification requirements for accreditation, conflicts of interest and ethical standards.

The relationship between an NIJ CTP designated subcontractor and the Applicant may be governed by a separate agreement. Failure to execute an agreement required by an NIJ CTP-designated subcontractor shall be viewed as a failure of the Applicant to satisfactorily participate in the NIJ CTP and could result in the removal of the Applicant from the program.

It is the applicant's responsibility to ensure that any direct interaction with subcontractors is addressed with acceptable agreements.

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Model Designation: _____

Test ID: _____

Manufacturing Location # 1:

Address: _____

Point of Contact:

Alternate Point of Contact:

Name _____

Title _____

Phone _____

E-mail _____

Current

New (Beginning)

Production Stop (Last)

Beginning/Last Date: _____

Beginning/Last Serial Number: _____

Beginning/Last Lot Number: _____

Manufacturing Location # 2:

Address: _____

Point of Contact:

Alternate Point of Contact:

Name _____

Title _____

Phone _____

E-mail _____

Current

New (Beginning)

Production Stop (Last)

Beginning/Last Date: _____

Beginning/Last Serial Number: _____

Beginning/Last Lot Number: _____

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Applicant Signatory

(an officer or representative of the Applicant who has the authority to bind it)

(Name/Title): _____

Telephone Number: _____

E-mail: _____

___ additional pages have been attached (each page initialed and dated) to indicate additional manufacturing locations.

The Applicant agrees to the terms of this agreement and warrants that it has made no alterations to its text. The undersigned represents and warrants that he/she is authorized to execute this agreement on behalf of the Applicant and is signing this agreement on the date stated opposite the Applicant's signature.

Applicant Signatory

Date