### NEW ULC TECHNICAL DOCUMENT REQUEST FORM

This form is to be used to propose the development of a new ULC Technical Document: Technical Specification, Technical Report or Technical Guide. The purpose of this form is to gather key information that is needed for ULC Inc. to complete our process for making decisions regarding development activities. The completed form is to be submitted to: **ULC.TechnicalDocumentRequests@ul.com**.

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| --- | --- |
| Date of Proposal |  |
| Name of Proposer  |  |
| Affiliation of Proposer  |  |
| Mailing Address |  |
| Email |  |
| Phone |  |

**PROPOSED TECHNICAL DOCUMENT**

*(Proposer is requested to provide answers as applicable)*

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| **1. Proposed Document** (Indicate Title and Subject matter of proposed new document):  |
| **Proposed Type or Technical Document** (please check the most appropriate type per definition) |
| Technical Guide (TG) - A document that provides functional information about a product, system or service. It may describe best practices activities, attributes and related information to assist the readers in conducting industry activities. Technical Report (TR) - A document that describes the process, progress or results of an ongoing or completed study, research or survey. It may also include recommendations and conclusions obtained from the study, research or survey.Technical Specification (TS) – A document that defines a set of requirements that a product, assembly or service shall meet or exceed. |
| **[ ]**  | **Technical Guide** | **[ ]**  | **Technical Specification** |
| **[ ]**  | **Technical Report** | **[ ]**  | **ULC to determine** |
| **2. Scope** (Give clear indication of coverage of proposed new document):   |
| **3. Purpose and Justification** 1. Specific aims and reason for the development activity, with emphasis on the aspects of technical documentation to be covered, problems it is expected to solve or difficulties it is intended to overcome. What is the specific value that the proposed document is expected to provide to the stakeholder community?

1. Are you aware of either an existing or in-development international (ISO or IEC) or Canadian standard that relate to the proposed ULC Technical Document? If so, please identify the standards development organization (SDO), the standard number and title, and provide an explanation regarding how the proposed ULC Technical Document will address a need that the identified standards do not.

 1. Is it the intention that the proposed Technical Document will form the basis of a certification program (national, regional, international, etc.)?
2. Is the subject of the Technical Document in an area that is regulated under Canadian codes and regulations? Please specify the regulatory body or jurisdiction covering the subject matter.

 1. How do you propose to conduct the review of the Draft Technical Document? Check at least one. Refer to #4.

\_\_\_ Peer consultation and review\_\_\_ Vote for ratification by Technical Experts Committee (TEC)\_\_\_ Public review1. Based on the need of the stakeholder and user base, what language(s) is the resulting document to be published in? Check all that apply. *Note: translation costs may apply.*

 \_\_\_ English\_\_\_ French\_\_\_ Other? Specify\_\_\_\_\_\_\_\_\_1. Desired Publication Date. Indicate the date by which the availability of the Technical Document is desired, and reason for date.

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| **4. Technical Experts.** In reference to item #3e, list key stakeholders (e.g. regulator, industry, government, consumers) that may be included for drafting, peer review, consultation or vote for ratification (as member of a TEC). Provide names, organizations, and contact information (email and phone). *(Note: ULC may contact these individuals as part of our determination process)*.       |
| **5. Seed document(s).** List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well‑established document may be acceptable as a seed-document (with or without amendments) indicate this with appropriate justification and attach a copy of the document, if available)       |
| 6. Name of individual, manufacturer, industry body(s), industry association(s) or others prepared to provide financial support for this Technical Documents project, if applicable:  |
| **7. Are you aware of a patent which may be relevant to the Technical Document activity:****[ ]  Yes** **[ ]  No If** YES please explain:  |

**ULC INC. REVIEW AND ACTION**

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| [ ]   | ULC Technical Document Team APPROVES the request for the development of a new Technical Document. | TD Team agrees with the rationale provided and approves the development of a new ULC Technical Document as follows:Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Assigned Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| [ ]   | ULC Technical Document Team APPROVES the request for the development of a new Technical Document, SUBJECT TO CONDITIONS. | Comments:  |
| [ ]   | ULC Technical Document Team DISAGREES with the rationale provided and rejects the request for the development of a new Technical Document. | Comments:  |
| Additional action required: |  |
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| Date | Name and Signature of TD Team representative |