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PERFORMANCE VERIFICATION PROCEDURE FOR PRODUCTS NOT CERTIFIED BY HVI®

This publication describes the requirements and procedures for verifying the performance ratings of non-HVI-Certified products made by member and non-member companies.



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HOME VENTILATING INSTITUTE® PERFORMANCE VERIFICATION PROCEDURE FOR PRODUCTS NOT CERTIFIED BY HVI

The History of HVI

The Home Ventilating Institute® (HVI) was incorporated as a trade association in 1955. From the first, it has provided residential ventilating products information for members and consumers.

The History of HVI's Product Certification Program

HVI began to certify residential ventilation product performance in the 1960's in response to a need for consistent and reliable information. Since the 1970's, HVI has verified the performance of certified products through marketplace procurement. HVI's certification programs are continuously being refined.

Disclaimer

Final recourse for consumers, competitors, members and any other entity seeking any remedy for product certification and/or performance disputes is with the involved parties, not with HVI.

Units of Measure

Units of measure used herein are the inch-pound (IP) system because of present residential preferences. Values in IP units may be converted to the International System of Units (SI) using conversions found in the *ASHRAE Handbook of Fundamentals*, chapter on Units and Conversions.

Related HVI Publications

- *HVI Publication 911: Certified Home Ventilating Products Directory* ©
- *HVI Publication 915: HVI Loudness Testing and Rating Procedure* ©
- *HVI Publication 916: HVI Airflow Test Procedure* ©
- *HVI Publication 920: HVI Product Performance Certification Procedure Including Verification and Challenge* ©
- *HVI Publication 925: HVI Label and Logos Requirements* ©

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HOME VENTILATING INSTITUTE®
PERFORMANCE VERIFICATION PROCEDURE
FOR PRODUCTS NOT CERTIFIED BY HVI

1. Introduction, Purpose and Overview

1.1. Introduction to Performance Verification Procedure for Products Not Certified by HVI

- 1.1.1. HVI certification of product performance is a voluntary, cooperative, competitively-policed program for obtaining, maintaining, and verifying performance ratings of residential ventilation products, and for presenting those ratings, administered by the Home Ventilating Institute.
- 1.1.2. HVI certification is based on specific product testing, supported by the vigilance and quality control of each certifying member company ensuring that all HVI-Certified products will pass HVI verification testing.
- 1.1.3. This publication provides an independent, impartial and audited method to evaluate the performance of non-HVI-Certified products to protect the interests of HVI and HVI-served parties. The procedure is based on internationally-recognized test standards and procedures and all testing is performed in independent laboratories to assure impartiality, consistent with the HVI Certified Ratings Program.

1.2. Purpose of HVI Product Performance Certification

- 1.2.1. To provide uniform, comparable, and impartial certified performance ratings, in accordance with HVI procedures for testing, labeling and cataloging members' products.
- 1.2.2. To enable designers, builders, consumers, code officials, and manufacturers, as well as members, to confirm and compare ratings.
- 1.2.3. To ensure users that HVI-Certified products deliver the performance claimed.
- 1.2.4. To ensure fair competition.
- 1.2.5. To provide a readily available source of comparative data on residential ventilation products.

- 1.3. Overview of HVI Product Performance Certification. The program has four essential elements: certification, verification, challenge, and presentation of product performance ratings in the marketplace. The following are introductory overview descriptions of selected elements of HVI certification.
 - 1.3.1. Certification is issued by HVI after an HVI member makes proper application, accompanied by a test report from an HVI-designated third party laboratory, all as prescribed in *HVI Publication 920*©.
 - 1.3.2. The HVI verification process requires random marketplace procurement of certified products by HVI with no participation by the HVI member. HVI provides the product to a designated third party laboratory for testing to verify that HVI-Certified products are continuing to deliver the expected performance. Procedures for resolution of any problems are described in *HVI Publication 920*©.
 - 1.3.3. The HVI challenge process enables one HVI member to question, with a basis, the published performance of another HVI member's HVI-Certified product. HVI procures and tests the product (similar to verification). Procedures for resolution are described in *HVI Publication 920*© and the loser of the challenge pays all costs.
 - 1.3.4. Presentation of HVI-Certified product performance ratings in the marketplace is regulated to provide realistic and comparable ratings in HVI members' collateral materials. Misrepresentation of product performance is prohibited.
 - 1.3.5. HVI publishes *HVI Publication 911: Certified Home Ventilating Products Directory*© enabling easy product comparisons.
- 1.4. The HVI Certification Label is required to be affixed to HVI-Certified products in accordance with rules governing its use. See *HVI Publication 925*©.
- 1.5. Purposes of HVI Performance Verification Procedure for Products Not Certified by HVI.
 - 1.5.1. To provide uniform and impartial product performance testing, in accordance with internationally recognized and readily available procedures for testing and confirmation of the ratings of non-HVI-certified products.
 - 1.5.2. To protect the safety and interests of the general public, designers, builders, consumers, code officials, HVI members and non-HVI member manufacturers.

- 1.5.3. To provide an impartial mechanism to verify the performance of products manufactured by non-HVI members and inform the HVI Board.
- 1.5.4. To provide fair competition.
- 1.6. Overview of HVI Performance Verification Procedure for Products Not Certified by HVI. The program has four essential elements: assertion, examination, verification, and notification. The following are introductory overview descriptions of selected elements of Performance Verification Procedure for Products Not Certified by HVI.
 - 1.6.1. The Non-HVI-Certified Product Assertion process is the issuance of a statement to HVI Staff, by an HVI member, the HVI Certification Committee, or an HVI-served party that the published rating of a product is substantially incorrect and that as such, the interests of the general public, designers, builders, consumers, code officials, and HVI members are compromised. An HVI Assertion shall be accompanied by an Impact Statement, an application for Non-HVI-Certified Performance Verification Testing, test data (HVI members only), current catalogs, brochures, website address, etc., indicating the published performance and a statement as to why HVI should take further action.
 - 1.6.2. The Non-HVI-Certified Product Examination process requires the HVI Certification Committee Non-HVI-Certified Verification sub group to review the Assertion and recommend either verification or abandonment based on the merits of the assertion and the test data. The committee may elect to contact the manufacturer and discuss the situation within guidelines provided by the HVI Board.
 - 1.6.3. The Non-HVI-Certified Product Verification process requires random marketplace procurement of (1) sample of the product by HVI. Manufacturer date codes shall be no older than 12 months if practical. HVI provides the product to the HVI-designated third party laboratory for verification testing. Results are provided to the HVI Staff.
 - 1.6.4. The Non-HVI-Certified Product Notification process requires HVI Staff to forward the results to the HVI Certification Committee Non-HVI-Certified Verification sub group which shall review the test results and compare with the ratings in the manufacturers' collateral materials and advise the HVI Board of the findings. Any further action will be at the sole discretion of the HVI Board.

2. **Scope of this Publication**

- 2.1. This procedure covers verification of residential (home) ventilation products for which HVI has adopted a certification program.

2.2. This procedure covers those product performance parameters (including, but not limited to airflow, sound level, and energy performance) for which HVI has adopted a certification program.

2.2.1. Not all parameters are certified for all products. Product categories, for which HVI has adopted a certification program, and the specific parameters and requirements for those products, are listed in *HVI Publication 920*©. Non-HVI-Certified Product Performance Verification Testing shall include all normal or required parameters for the category, plus optional parameters identified in the Assertion Statement. In the event substantial disagreement is found, the HVI Board shall determine which parameters, if any, warrant further action.

2.3. This document describes the HVI Procedure for Performance Verification of Non-HVI-Certified Products. It is arranged in an explanatory manner to assist HVI members participating in the programs, and for the information of those who depend on the ratings.

2.4. This procedure refers to product testing in general language. For specific test methods and requirements, refer to the related test procedures. Information more specific to product categories adopted by HVI can be found in the appendices of *HVI Publication 920*©.

2.5. This procedure applies to both HVI members and non-HVI members.

3. **Definitions**

Most definitions are found in *HVI Publication 920*©. Only additions to the appropriate section of *HVI Publication 920*© are included here.

3.1. Assertion Statement – A short narrative asserting that a product not certified by HVI fails to meet the performance contained in collateral marketing materials provided by the marketing entity and requesting performance verification. The assertion statement is accompanied by an impact statement at the time of application for performance verification of non-HVI-Certified product.

3.2. Examination – Review process during which the HVI Certification Committee examines the assertion statement, impact statement, and test data (if applicable) to determine whether to recommend verification testing or to reject & abandon the application.

3.3. HVI-served Party - general public, designers, engineers, builders, consumers, code officials, and HVI members.

3.4. Impact Statement – Narrative description that accompanies the assertion statement as to why the deficient performance is detrimental to the interests of HVI-served parties, and warrants further action by the HVI Board.

3.5. Notification – Formal report by the HVI Certification Committee providing the results of the non-HVI-Certified product verification testing to the HVI Board along with any recommendations.

3.6. Verification – The testing phase of the non-HVI-Certified performance verification procedure. This procedure parallels the verification process described in *HVI Publication 920*®.

4. **General Requirements**

4.1. The Performance Verification Procedure for Products Not Certified by HVI process shall be confidential. Confidentiality shall not be breached by any participant in the process. The HVI Board shall determine what, if any, results of the process are released.

4.2. In the event there is a disagreement related to any aspect of the Performance Verification Procedure for Products Not Certified by HVI process, the HVI Board will intervene and dictate fair and equitable resolution.

4.3. All fees for the Performance Verification Procedure for Products Not Certified by HVI process shall be borne by the applicant. The applicant may request that the HVI Board waive such fees if the applicant believes verification is in the interest of HVI-served parties. The HVI Board shall consider such requests on a case by case basis, based on the merits of each request. The HVI Board shall have sole discretion on such matters and the decision of the HVI Board is final. Fees shall include all incurred costs by HVI.

4.4. The Performance Verification Procedure for Products Not Certified by HVI process begins with the Assertion Statement and Application for Non-HVI-Certified Product Performance Verification. The Assertion Statement may come from an HVI member company, the HVI Certification Committee, or another entity.

4.4.1. When the Assertion Statement comes from an HVI member it should be accompanied by test data from a reputable laboratory. The test data may come from the member's lab if so equipped, but is not necessary so long as compelling evidence is presented to the board. Marketing materials showing the performance in question, a brief statement explaining the reasons for verification and the impact of the deficient performance on HVI-served parties shall be included.

4.4.2. The HVI Certification Committee may from time to time, at the direction of the HVI Board, perform non-HVI-Certified verification testing on any product within the scope of the HVI Certified Ratings Program. The HVI Certification Committee shall develop and submit an Assertion Statement

(less test data) to the HVI Board for approval. Marketing materials showing the performance in question and a brief statement explaining the reasons for verification and the impact of the suspected deficient performance on HVI-served parties shall be included.

- 4.4.3. Other entities may provide Assertion Statements for consideration by the HVI Certification Committee Non-HVI-Certified Verification sub group. Such statements need not include test data but will be acted on at the discretion of the Non-HVI-Certified Verification sub group based on the strength of the evidence and the impact statement provided. Should the Non-HVI-Certified Verification sub group decline to take action, the requesting entity shall be notified and may appeal the decision to the HVI Board.
- 4.5. The second step of the Performance Verification Procedure for Products Not Certified by HVI process is the Examination. The HVI Certification Committee Non-HVI-Certified Verification sub group shall examine the application to consider the merits of the Assertion and to evaluate the Impact Statement. The Non-HVI-Certified Verification sub group may elect to contact the manufacturer and discuss the situation within guidelines provided by the HVI Board. Based on this examination & evaluation, the Non-HVI-Certified Verification sub group will determine if verification testing serves the interests of HVI members and HVI-served parties.
- 4.6. The HVI Certification Committee Non-HVI-Certified Verification sub group shall make a recommendation to the HVI Board that HVI proceed with verification testing or abandon the application. The HVI Board will notify HVI Staff of the decision; HVI Staff will notify the applicant. If the application is abandoned, the applicant may appeal the decision to the HVI Board, the decision of the HVI Board is final.
- 4.7. If the HVI Certification Committee Non-HVI-Certified Verification sub group recommends proceeding with the application, the committee will consider the product's intended application, review the manufacturer's marketing materials, and select the appropriate HVI procedure and test set-up.
- 4.8. If the HVI Certification Committee Non-HVI-Certified Verification sub group recommends to the HVI Board that HVI proceed with Non-HVI-Certified Performance Verification testing, the recommendation shall include the appropriate HVI test procedures and set up and acceptable/unacceptable criteria for the product category per *HVI Publication 920*©. The HVI Board may request revisions to the protocol prior to acceptance.
- 4.9. Verification Testing. If the HVI Board accepts a recommendation to proceed with Non-HVI-Certified Product Performance Verification Testing from the Non-HVI-Certified Verification sub group, within six weeks of HVI Board approval,

HVI shall procure the product samples, and have them tested at a designated laboratory in accordance with the protocol established by the Non-HVI-Certified Verification sub group. HVI shall notify the Non-HVI-Certified Verification sub group of results within two days of the completion of the test report. HVI shall retain a copy of the test report. The test report is confidential and shall not be disseminated except as directed by the HVI Board.

- 4.10. Notification - The Certification Committee Non-HVI-Certified Verification sub group shall compare the test results to the marketing materials using the criteria previously established and advise the HVI Board as follows.
 - 4.10.1. Acceptable. If the product is determined to have achieved performance within the defined tolerances allowed for the product category per *HVI Publication 920*©.
 - 4.10.2. Unacceptable. If the product is determined to have not achieved performance within the tolerances allowed for the product category per *HVI Publication 920*©.
- 4.11. The Certification Committee Non-HVI-Certified Verification sub group shall notify the HVI Board of the outcome. The notification shall include an evaluation of the accuracy of the original assertion and impact statement along with any recommendations the sub group may wish to make to the HVI Board.
 - 4.11.1. The HVI Board shall act to protect the safety and interests of the general public, designers, builders, consumers, code officials, HVI members and HVI non-member manufacturers. These actions may include, but are not limited to, notification of industry press through press releases, notification of the Federal Trade Commission about fraudulent claims, notification of government certification agencies and any other information dissemination that the HVI Board deems necessary and appropriate.