



2021 EQUIPMENT CERTIFICATION PROGRAM

LICENSE AGREEMENT AND PROCEDURAL GUIDE



To verify product certification,
visit www.ipema.org



To verify product certification,
visit www.ipema.org

COMPLETE AND RETURN SIGNED COPIES OF PAGES 2-10 OF THIS AGREEMENT; BE SURE TO INITIAL EACH PAGE NOTING YOUR ACCEPTANCE OF THE INFORMATION SHARED. A COPY WILL BE SIGNED BY IPEMA AND RETURNED TO YOU.

TO: IPEMA Administrator
2207 Forest Hill Drive
Harrisburg, PA 17112

We want to begin or maintain our Participant status in the IPEMA Equipment Certification Program for Public Playground Equipment. This agreement covers involvement in the certification program from the date signed through May 31, 2022. Enclosed please find:

- i. **One (1)** executed License Application and Agreements
- ii. **A check, payable to IPEMA in US funds**, for our Annual IPEMA Administrative Fee, which is non-refundable, is based upon our most recent fiscal year business sales volume and our IPEMA membership status as checked in the table below. *To pay by credit card, see below.*
- iii. Our **Certificates of Insurance**, complying with section 9 of this agreement.
- iv. Current proof of completion of a nationally recognized playground safety inspector course for the individuals mentioned in section 3.1(j) of this agreement.

Annual IPEMA Administrative Fee (non-refundable)

This scale is based upon the global gross sales volume of the company's equipment sales (for the equipment certification program) and the global gross sales volume of the company's surfacing sales (for the surfacing certification program). Under no circumstances should a company base their gross sales volume on anything other than their global sales of their related products.

Annual Sales	IPEMA Members	Non-Members
< \$3 M	☐ \$500.00	☐ \$2,000.00
> \$3M & < \$10M	☐ \$1,000.00	☐ \$3,000.00
> \$10 M	☐ \$2,000.00	☐ \$5,000.00

BUSINESS ENTITY NAME – PLEASE PRINT

EIN NUMBER

MAILING ADDRESS (check here ☐ if billing address is same as mailing address)

BILLING ADDRESS

CITY, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

WEBSITE

Pay by credit card: ☐ Visa ☐ MasterCard ☐ Discover

Card # _____ Exp. Date ____/____ Security Code ____

Name on card: _____ Email/Phone for Cardholder: _____

Signature: _____ Date _____

LICENSE APPLICATION AND AGREEMENT
INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION, INC.
PUBLIC PLAYGROUND EQUIPMENT CERTIFICATION PROGRAM

_____, a business entity having its principal offices at

(hereinafter "Participant") hereby applies to the International Play Equipment Manufacturers Association, Inc. (hereinafter "IPEMA") for a license and authorization to use the IPEMA Public Playground Equipment Certification Logo(s) and descriptive verbiage (hereinafter "Certification Logo(s)") on the validated public playground equipment models (and related sales literature) manufactured by, or for, Participant, and to have its validated models listed on the IPEMA website (www.ipema.org), hereinafter "website") by the Validator .

By making this application, Participant agrees, if this application is accepted, to be bound by the terms and conditions hereinafter set forth, including those set forth in the Procedural Guide for IPEMA Certification Program for Public Playground Equipment (hereinafter "Procedural Guide") as amended by any revised Procedural Guide distributed to Participant, and the Requirements for Certification Program Logo(s) and Descriptive Verbiage use (hereinafter "logo requirements") with respect to the use of the Certification Logo(s), descriptive verbiage, and listing on the website by Participant and its representatives, sales agents and employees, and agrees further that in the event of any material breach or default of any of the terms and conditions regarding the use of the Certification Logo(s), descriptive verbiage, or being listed on the website, upon receipt of notice from IPEMA or the Validator advising Participant of the breach or default.

By accepting this application, IPEMA agrees with Participant as set forth herein, and authorizes use of the Certification Logo, descriptive verbiage, and listing on the website according to the terms and conditions set forth herein, and Appendixes A, B and C.

1. DEFINITIONS

- 1.1 **CERTIFICATION LOGO(s)**: Certification Logo(s) refers to IPEMA's unique and distinctive certification mark(s) or seal(s) which will be utilized in connection with the Equipment Certification Program for Public Playground Equipment. The Certification Logo(s) are registered and are displayed on the cover of the Procedural Guide; however, IPEMA reserves the right to designate another Certification Logo to be used in lieu thereof. See Appendix B for use of Logo(s).
- 1.2 **DESCRIPTIVE VERBIAGE**: Descriptive verbiage refers to the language approved by IPEMA that Participants must use to describe the Certification Logo. See Appendix B for use of Descriptive Verbiage. The Descriptive Verbiage may be revised from time to time.
- 1.3 **PUBLIC PLAYGROUND EQUIPMENT**: Public playground equipment refers to public playground equipment as defined by the Standard(s).
- 1.4 **PROCEDURAL GUIDE**: A copy of the Procedural Guide is attached hereto, identified as "Appendix A," and may be revised from time to time, is entitled "Procedural Guide for IPEMA Certification Program for Public Playground Equipment."
- 1.5 **PROGRAM**: Program refers to the IPEMA Playground Equipment Certification Program, which provides for the inspection, testing and validation by the Validator that the Participant's certified equipment complies with the Standard(s).

_____ (initial here)

- 1.6 STANDARD(s): Standard(s) refers to the applicable portions of the Standard issued by the ASTM, ASTM F1487-17 , not including Sections 7.1.1, 10, 13.1.1, 13.1.2, 13.2 and 13.3; and/or applicable portions of the Standard issued by Canadian Standards Association,) CAN/CSA Z614:20-, not including clauses 10 and 11, as may be amended from time to time.
- 1.7 VALIDATOR: Validator refers to any third party testing and inspection organization designated by IPEMA, from time to time to validate, by inspections and witness testing, the Participant's certification that its public playground equipment complies with the Standard(s), as described above.

2. DETAILS OF AGREEMENT

- 2.1 This agreement shall become effective upon the date of acceptance by IPEMA and shall be in force for the remainder of the fiscal year (May 31) in which it becomes effective, or unless the agreement is revoked or terminated for cause as set forth herein, including nonpayment of the yearly participation fee, IPEMA administrative fee and other fees.
- 2.2 In order to initiate this agreement, Participant must create an account with IPEMA. An account can be created by Participant visiting the website (www.ipema.org), uploading all required documents, and submitting payment; or by sending copy of the license agreement, required documents, and payments to IPEMA and then activating an account upon notification by IPEMA administrator.

3. PARTICIPANT'S RESPONSIBILITIES

3.1 THE PARTICIPANT SHALL:

- a) Comply with all applicable portions of the Procedural Guide, attached hereto as "Appendix A" and made a part hereof, as may be revised from time to time by, and at the sole discretion of, IPEMA;
- b) Perform or authorize tests, allow plant inspection, and allow review of Participant records as requested by the Validator for every certified public playground equipment model offered for validation, as provided in the Procedural Guide;
- c) Provide the Validator with the information described in the Procedural Guide to initially validate the public playground equipment model(s), and to use in determining whether subsequent production models conform to the model originally tested;
- d) Annually provide the Validator with i) a copy of the current, fully executed, License Agreement; ii) a copy of the current Certificate(s) of Insurance required by section 9 of this Agreement; iii) copies of all uses of the Certification Logo(s) and references to the IPEMA Certification Program in any media within the previous 12 months together, with copies of IPEMA's written authorization to use the Logo(s) and reference the IPEMA Certification Program, if required by Appendix B, **OR** a certification on nonuse signed by the Participant's President or CEO that the Participant has not used the Logo(s) or referenced the Certification Program in any media within the previous 12 months;
- e) During any plant inspections and review of Participant's records, grant all authorized representatives of the Validator access during normal business hours to manufacturer's place(s) of manufacture, assembly, shipment or storage of public playground equipment models offered for certification, to enable the laboratory or its authorized agent(s) to examine such public playground equipment, or parts thereof, in order to provide assurance that the production models of certified public playground equipment are in conformance with the model originally certified, tested and validated;

_____ (initial here)

- f) Notify the Validator of all manufacturing, assembly, shipping or storage locations; and, within thirty (30) days after their first use, of any additional manufacturing, assembly, shipping or storage locations that relate to certified products;
- g) Prior to an official initial inspection, submit to the Validator a list of all public playground equipment models to be validated, a sampling of basic model tests representing each type of test identified in the Standard(s), as interpreted by the IPEMA Equipment Certification Committee;
- h) Affix or apply the IPEMA Certification Logo(s) only to those public playground equipment models (and related sales literature) offered by Participant for certification which conforms to those models which have been validated by the Validator as complying with, or exceeding, the Standard(s) and is made with the same materials, and in the same manner, as the original model validated by the Validator. The right to affix the IPEMA Certification Logo(s) to Participant's public playground equipment (and related sales literature) is granted solely upon the assurances given herein. Participant alone has the responsibility of ensuring that the public playground equipment to which it affixes the IPEMA Certification Logo(s) actually complies with the Standard;
- i) Comply with all applicable portions of the Logo(s) Requirements, attached hereto as "Appendix B" and made a part hereof, as may be revised from time to time, and at the sole discretion of, IPEMA, and all laws applicable to certification logos or marks, including notification to IPEMA of any unauthorized use of the Certification Logo(s);
- j) Provide IPEMA and the Validator with documentation, indicating current proof of completion of a nationally recognized playground safety inspector course. This certification must be maintained for the duration of the IPEMA Equipment License Agreement, and will be reviewed during the annual office inspection. Certification must be maintained for at least one (1) member of Participant's test personnel, and one (1) member of Participant's Playground Layout Personnel. The same individual may be responsible for both roles, which will be confirmed by Validator during annual inspection.

3.2 THE PARTICIPANT SHALL NOT:

- a) Affix the IPEMA Certification Logo(s) to any public playground equipment model (and related sales literature) not validated by the Validator; to any decertified public playground equipment model (and related sales literature), or for which a notice of noncompliance has been issued by the Validator; or for any public playground equipment model (and related sales literature) which has been changed from that as originally validated and the change has not been certified by the Participant and submitted for validation to the Validator;
- b) Use the name of the Validator in any advertising, sales promotions or other publicity material of its public playground equipment, except as agreed to by the Validator and IPEMA in writing prior to its use;
- c) Use IPEMA's name, logo, or any symbol or abbreviation thereof, or any other form of reference which may be interpreted to mean IPEMA, in any advertising, sales promotions or other communication concerning its public playground equipment, except for the descriptive verbiage, or in such manner as is expressly approved in writing by IPEMA; and Use, under any circumstances, IPEMA's name, logo, or any symbol or abbreviation thereof, or any other form of reference which may be interpreted to mean IPEMA, in any advertising, sales

_____ (initial here)

- d) promotions or other communication concerning its public playground equipment, in such a manner as to indicate that IPEMA warrants or approves any public playground equipment model; or that IPEMA certifies that any public playground equipment model complies with the Standard(s); or that IPEMA makes any other representation or certification with respect to the public playground equipment to which the Certification Logo applies, except for the descriptive verbiage, or in such manner as is expressly approved in writing by IPEMA. However, upon receipt of verification from the Validator, pursuant to the terms and conditions of this Agreement and the Procedural Guide, the Participant may request from IPEMA the Certification

Logo artwork to identify the model(s) so validated, which must be used initially together with the descriptive verbiage in any sales literature, provided such reproduction of the Logo(s) is in close proximity to the model(s) which have been validated as complying with the Standard(s) and provided the sales literature indicates which product(s) have been so validated, or may be placed on the validated public playground equipment model(s) or its container or packaging. If the Participant makes any statement or representation about the IPEMA Public Playground Equipment Program and IPEMA's relationship thereto, such statement or representation must be accurate and factual. See Appendix B for use of Logo and Descriptive Verbiage.

4. PUBLIC INFORMATION

- 4.1 At the direction of the IPEMA Equipment Certification Committee, the Validator will maintain a listing of Playground Equipment models which have been validated as being in compliance with the Standard(s), which will be listed on the website.

5. CONFIDENTIALITY

- 5.1 IPEMA and the Validator shall not divulge, and shall take all reasonable precautions to safeguard, Participant's design and manufacturing data, test and inspection reports regarding the public playground equipment models offered for validation, and any other privileged information or information provided in accordance with the terms of this Agreement. However, the Validator may notify IPEMA of its validation and notice of compliance, or its decertification or notice of noncompliance, of Participant's public playground equipment models, as well as any other notifications required by the Procedural Guide, and IPEMA may use this information as the Procedural Guide allows.

6. FEES

- 6.1 The Participant shall pay the annual IPEMA Administration Fees (non-refundable) for participation in the IPEMA Equipment Certification Program for Public Playground Equipment in accordance with the Fee Schedule (Appendix C); Participant shall also pay the Validator fees, including the Inspection/Witness Testing fee, the Engineering Documentation Review fee, and the Validator Administrative fee, as set forth in the Fee Schedule. IPEMA may amend the Fee Schedule from time to time.
- 6.2 The Participant shall be directly invoiced by the Validator for any costs and services rendered hereunder by the Validator in connection with the Certification Program. As such, the Validator may request advance payment from the Participant, consistent with the Validator's credit policy. If payment of invoices duly rendered by the Validator shall be in arrears for a period of ninety (90) days, the Validator shall have the right to discontinue the performance of any further tests or services (including deletion of products from the website) until payments are brought up-to-date, provided the Validator gives notice to the Participant and IPEMA sixty (60) days after the invoice date. This action is without prejudice to any other rights which the Validator may have against the Participant.

_____ (initial here)

7. CERTIFICATION LOGOS

- 7.1 IPEMA is the proprietor of the Certification Logos shown on the cover of the Procedural Guide and in Appendix B.
- 7.2 Participant acknowledges IPEMA's exclusive right, title, and interest in and to the Certification Logos, and will not do anything that will in any way impair, or tend to impair, any part of
- 7.3 IPEMA's right, title, and interest. In connection with the use of the Certification Logo(s), Participant will not represent that it has any ownership in the Certification Logo(s) or in its registration. Use of the Certification Logo(s) by Participant will not create any right, title, or interest in or to the Certification Logo(s) in favor of Participant. Participant will not at any time, either during the term of this Agreement or after it has ended, adopt or use any work or logo that is similar to, or confusing with, the Certification Logos, without IPEMA's prior written consent.
- 7.4 Artwork for the IPEMA Certification Logos will be available only from the IPEMA Administrator.
- 7.5 Upon receipt of artwork for the IPEMA Certification Logos, Participant agrees to follow Appendix B for proper use.
- 7.6 Immediately upon the termination of this Agreement, or immediately after any public playground equipment is no longer compliant with the Certification Program requirements (see Section 6 of Procedural Guide), or any product is removed by the Validator from the website, Participant shall discontinue its use of the IPEMA Certification Logos in any form on all affected equipment and related communications to the satisfaction of IPEMA, and in compliance with the Procedural Guide as amended.

8. INDEMNIFICATION

Participant agrees to indemnify, defend and hold harmless, IPEMA, its officers, directors, staff and members, and the Validator(s), against and from any and all claims, expenses (including reasonable attorneys' fees), losses, damages, injuries or liabilities arising from participation in, or any statement or representation about, the IPEMA Certification Program for Public Playground Equipment, including, but not limited to, use of the IPEMA Certification Logo(s) in the manufacture and sale of Participant's products.

9. INSURANCE

Participant must provide IPEMA with two Certificates of Insurance from an insurer or insurance carrier of at least one million dollars (\$1,000,000 USD) specifically designating (1) IPEMA and (2) the Validator by name as coinsured under any and all product and/or general liability insurance policies maintained by Participant in connection with the manufacture and sale of its products. If Participant does not already maintain product and/or general liability insurance, it must secure such insurance(s) and so designate IPEMA and the Validator. The Certificates of Insurance or documentation of the required designation shall be in the English language, which shall be the controlling document.

10. REVISION OF STANDARD(S)

- 10.1 In the event the Standard(s) is revised or withdrawn during the term of this Agreement, IPEMA shall determine, in accordance with the Procedural Guide, the date upon which approval under this Standard(s) shall terminate, and shall notify Participant of such date.
- 10.2 In the event a new Standard is published or the existing Standard(s) is revised, the Procedural Guide provides procedures for maintaining certification.

_____ (initial here)

11.

11.1 Participant shall be in default and IPEMA may, upon thirty (30) days notice to Participant, terminate this Agreement should Participant:

- a) Fail to pay IPEMA or the Validator the fees indicated in Paragraph 6;
- b) Fail to indemnify IPEMA and the Validator, in a manner satisfactory to IPEMA, as specified in Paragraph 8;
- c) Fail to provide the test results in accordance with Paragraph 4.3 of the Procedural Guide;
- d) Breach or otherwise fail to perform any other term or condition of this Agreement or the Procedural Guide;
- e) Be adjudicated as bankrupt or insolvent, or have a receiver or trustee appointed, or have an order approving a petition seeking reorganization under the Bankruptcy Code, or other similar laws of the United States or any state, or file a petition seeking relief under any of the foregoing, or make a general assignment for the benefit of creditors or instrument similar thereto;
- f) Sell its business or any of its certified products to another manufacturer or entity; or
- g) Fail to provide for liability insurance for any of its sold certified products.

11.2 This Agreement shall not be terminated if Participant remedies the default to IPEMA's satisfaction within the 30-day notice period.

11.3 In the event of any revision of the Procedural Guide or Standard(s), Participant shall be given reasonable advance notice of the revision and of the effective date thereof, and Participant, by notice to IPEMA, shall have the right to terminate this Agreement as of the effective date of such revision(s).

11.4 Termination of this Agreement by whatever means or in whatever manner, shall not affect any obligation of the parties which exists as of the date of termination. Participant's obligation with respect to maintenance of records and indemnification shall not cease, regardless of the termination date, with respect to public playground equipment manufactured or distributed by it for which the IPEMA Certification Logo(s) have been utilized.

12.

All notices, reports and other communications permitted or provided for hereunder shall be in writing and shall be delivered in person, electronically, or sent by mail, by registered or certified mail, return receipt requested, postage prepaid, to the address set forth below:

TO IPEMA: IPEMA Administrator
2207 Forest Hill Drive
Harrisburg, PA 17112
certification@ipema.org

TO Participant: _____

Corporate Contact - PLEASE PRINT) Technical Contact – PLEASE PRINT

Email

Email

(Business entity name)

(Street address)

(City, state, zip)

_____ (initial here)

13. **ARBITRATION**

13.1 **TERMS OF ARBITRATION**: All claims, disputes, and other matters in question arising out of this Agreement and not otherwise resolved in accordance with the IPEMA Procedural Guide, shall be submitted to arbitration in Silver Spring, Maryland, in accordance with the Commercial Arbitration rules of the American Arbitration Association then in effect, unless the parties mutually agree otherwise.

13.2 **EXCLUSIVE REMEDY**: A party to this Agreement may not institute a suit at law or equity regarding any dispute under this Agreement. All such disputes shall be settled by arbitration in accordance with this Paragraph.

13.3 **FINAL AWARD**: The award in the arbitration proceeding shall be final and binding on the parties, and judgment on such award may be entered in any court having competent jurisdiction.

13.4 **FEES AND EXPENSES**: Initially, all fees connected with the arbitration proceeding, other than attorney fees incurred by either party, if any, shall be shared equally by both parties. However, the Arbitrator is authorized to award either party a sum to compensate the other party for the time and expense, including reasonable attorney fees, of the arbitration if it is determined that arbitration was demanded without reasonable cause. In such event, the Arbitrator may also assess the costs of the arbitration proceeding against the party that demanded arbitration. In all other cases, the costs of the arbitration proceeding shall be assessed against the party against whom the arbitration award is determined, or against both parties if the determination is against both.

14. **MISCELLANEOUS PROVISIONS**

14.1 **NO ASSIGNMENTS**: This Agreement may not be assigned in whole or in part by the Participant without the written consent of IPEMA.

14.2 **HEADINGS**: Paragraph headings are for convenience only and shall not be construed as part of this Agreement, and shall not affect its interpretation.

14.3 **GOVERNING LAW**: Regardless of where this Agreement is executed or is to be performed, the interpretation of this Agreement and the performance of the parties hereto shall be governed and construed in accordance with the laws of the State of Maryland.

14.4 **ENTIRE AGREEMENT**: This Agreement constitutes the entire Agreement of the parties and supersedes all prior Agreements, if any, express or implied. There are no warranties or representations other than as provided herein. This Agreement may not be modified or amended except in writing signed by all parties hereto.

14.5 **SAVINGS CLAUSE**: Should any provision hereof be finally determined to be inconsistent with or contrary to applicable law, such provision shall be deemed amended or omitted to conform therewith without affecting any other provision or the validity of this Agreement.

14.6 **WARRANTY OF AUTHORITY**: This Agreement shall be executed for the parties by an officer designated in the parties' governing documents as having the power to enter into contracts. The designated officers warrant that they have acted with authority, and that they may sign this Agreement for their respective entity with the effect that their entity has agreed to and shall be bound by all terms of this Agreement.

_____ (initial here)

Signature Page

Participant: _____

By: _____
Signature of Officer *Title of Officer*

Accepted by: International Play Equipment Manufacturers Association, Inc.

By: _____
Administrator *Date of Acceptance*

Appendix A to IPEMA License Application and Agreement

Approved:

**PROCEDURAL GUIDE FOR
INTERNATIONAL PLAY EQUIPMENT MANUFACTURERS ASSOCIATION (IPEMA)
CERTIFICATION PROGRAM FOR
PUBLIC PLAYGROUND EQUIPMENT**



OVERVIEW OF THE IPEMA PUBLIC PLAYGROUND EQUIPMENT CERTIFICATION PROGRAM

The certification program for Public Playground Equipment is sponsored by the International Play Equipment Manufacturers Association, Inc. (IPEMA). IPEMA is confident that compliance with nationally recognized Standards in the US and Canada will afford a safer, more injury-free play environment for children and the general public.

The purpose of this certification program is to assure the consumer, by the presence of certification logos and listing on the IPEMA website, that the products bearing a logo have been tested and are in compliance with the applicable requirements of ASTM F1487-17, Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, and/or CAN/CSA Z614:20, Children's playground equipment and surfacing.

As sponsor and administrator of the program, IPEMA utilizes TÜV SÜD America, Inc. as independent Validator to perform inspections, witness tests and review manufacturer's test data on a periodic basis. Equipment is tested for compliance with all applicable portions of the Standards, this Procedural Guide, and its current Addendum.

The program is open to all entities that offer public playground equipment for sale. Participation in the program is on a voluntary basis. A participant in the Program may have any of its equipment models certified to ASTM F1487, CAN/CSA Z614, or both. The certification logos and the IPEMA website validated product listings will designate which standard applies to the model number. All equipment bearing a validated model number manufactured or directly marketed by the program licensee must meet the program requirements.

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SECTION 1 – DEFINITIONS

Administrator: A person or organization designated by the sponsor of a certification program to perform the administrative duties required to manage the affairs of that program.

Basic Model: The representative product of a family that represents the most adverse test conditions.

Certification: The procedure by which a product becomes certified.

Certification Logo(s): IPEMA's unique and distinctive certification mark or seal which will be utilized in connection with the Certification Program for Public Playground Equipment. The Certification Logo(s) are registered and displayed on the cover of the Procedural Guide; however, IPEMA reserves the right to designate another Certification Logo to be used in lieu thereof. See Appendix B for use of logo.

Certified: Attested by Participants under the procedures of a Certification Program as satisfying the requirements of the Standard(s).

Certifier: The Participant who certifies that the product(s) as supplied meets the requirements of the Standard(s).

Family: A combination of a basic model and the corresponding modification models having similar construction/design features.

Inspection: The process of examining, measuring, testing, gauging, or otherwise comparing the product and/or service with applicable provisions of the standard(s), and review of compliance with provision(s) of the certification procedure.

Modification: Any model of a family which does not represent the most adverse test Model: conditions, but may require additional testing.

Notice: Delivery to the address of record via certified, registered or receipt requested mail, or electronically. Notice provided by Validator shall be sent to Participant's designated contact, Participant's officer signing the License Application and Agreement and the IPEMA Administrator.

Participant: Any entity that offers playground equipment for sale and who signs the License Application and Agreement and participates in the program in accordance with the terms and conditions of that document. In this document and the License Application and Agreement, "Participant" includes Participant's representatives, sales agents and employees. Participants may be of three varieties: Manufacturer of certified products (both those who manufacture their own product and those who contract with other(s) to manufacture the product); Private Label Manufacturer; and/or, Private Labeler of another manufacturer's certified products.

Private Labeler: Any Participant that offers product(s) manufactured by another Participant for resale under its own brand name(s).

Private Label Manufacturer: Any Participant that manufactures product(s) for private label or for resale by another Participant.

Private Label Products: Product(s) sold by a participant under its own name and manufactured by another participant.

Program: The IPEMA Public Playground Equipment Certification Program, which provides for the validation that Participant's certified equipment complies with the Standard(s).

Request for Validation (RV): An electronic submittal by Participant via the IPEMA website interface requesting validation of products.

Sponsor: An organization under whose authority a certification program is developed, promulgated, and financed, and with whose name the certification program is identified; the sponsor may delegate the operation and administration of a certification program to another party called the Administrator.

Standard: Standard(s) refers to the applicable portions of the Standard issued by the ASTM, ASTM F1487-17, not including Sections 7.1.1, 10, 13.1.1, 13.1.2, 13.2 and 13.3; and/or applicable portions of the Standard issued by Canadian Standards Association,) CAN/CSA Z614:20, not including clauses 10 and 11, as may be amended from time to time.

Third Party Testing

Organization: A testing/inspection agency other than one controlled by a Participant, which has been selected by IPEMA.

Validation: The process by which a separate determination is made by a third party testing agency that certification by Participant is, in fact, in accordance with the program requirements.

Validator: Any third party testing and inspection organization designated by IPEMA, from time to time, to validate, by inspections and witness testing, Participant's certification that its public playground equipment complies with the Standard(s), as described above.

Witness Test: The procedure of a third party observing the testing performed by Participant.

SECTION 2 - THE PROGRAM ROLES

2.1 PROGRAM SPONSOR

International Play Equipment Manufacturers Association Inc. (hereinafter referred to as "IPEMA") is the Sponsor of the program. On matters pertaining to program participation, use of certification logos, etc., Participants shall communicate with the Administrator of the Certification Program. The Administrator shall also distribute and process the License Application and Agreement, with appendices, to new Participants, and to all Participants as documents are revised:

IPEMA Administrator

2207 Forest Hill Drive Harrisburg, PA 17112
(717) 238-1744
www.ipema.org

2.2 VALIDATOR

TÜV SÜD America Inc. has been designated by IPEMA as the program's independent testing and inspection agency (hereinafter referred to as "Validator"). The principal role of the Validator is to validate Participant's equipment certification. On matters pertaining to witness testing, validation visits, validated models listing, etc., communications are directed to:

ASTM and CSA Based Validator

Equipment Certification Program Manager – IPEMA Certification Program
TÜV SÜD America Inc.
1755 Atlantic Blvd.
Auburn Hills, MI 48326
Phone: (616) 546-4174
Fax: (248) 393-6994

2.3 PARTICIPANT

Any entity that offers Public Playground Equipment for sale (hereinafter referred to as the "Participant"), may participate in the program in accordance with the terms and conditions set forth in the License Application and Agreement. Participation in the program shall be in accordance with the fee schedule set forth in Section 8 of the Procedural Guide, and Appendix C of the License Application and Agreement. Application for participation in the program shall be sent to the Administrator (see Paragraph 2.1).

2.4 IPEMA EQUIPMENT CERTIFICATION COMMITTEE

The IPEMA Equipment Certification Committee, consisting of representatives of IPEMA members, meets periodically to provide guidance for the development, modification and technical aspects of the program in order to ensure uniformity, equity, and continuity of the program. In addition, it provides rulings on appeals on noncompliance issues (see Section 6).

SECTION 3 - PROGRAM DOCUMENTS

3.1 PARTICIPANT'S APPLICATION AND AGREEMENT

Potential Participants may apply to participate in the program by completing the IPEMA Public Playground Equipment Certification Program License Application and Agreement. In order to initiate an agreement, Participant must create an account with IPEMA. An account can be created by Participant visiting the website (www.ipema.org), uploading all required documents, and submitting payment; or by sending copy of the license agreement, required documents, and payments to IPEMA and then activating an account upon notification by IPEMA administrator. Upon acceptance by IPEMA, this constitutes a binding agreement between Participant and IPEMA. This Agreement is the principal document governing the relationships between IPEMA and Participant under the program. It will provide, in part, that only the equipment that complies with the Standard(s) may be certified under the program.

3.2 PROCEDURAL GUIDE

The Procedural Guide is prepared by the IPEMA Equipment Certification Committee, reviewed by the IPEMA General Counsel, approved by the IPEMA Board of Directors, and distributed by IPEMA. It is the intent that this Procedural Guide will outline and amplify the provisions of Participants License Application and Agreement for the guidance of those concerned with the operation of the program. Upon request, the Administrator or Validator will provide recommended forms to be utilized in connection with the program, along with instructions for their use. Samples of these forms are included in Section 11.

3.3 IPEMA CERTIFICATION LOGOS

Unique and distinctive logos, (examples located on front cover of this Procedural Guide) which are registered, are licensed for use by Participant to indicate that a particular Playground Equipment model has been validated under the program as being in compliance with the Standard(s). IPEMA will supply logo artwork to Participants upon their request, under the terms of the license agreement, for those validated models meeting the requirements of the program. Participant, in affixing the logo to its product and/or literature, certifies to IPEMA, and the public, that each of the validated models so labeled complies with the Standard(s) and is made with the same materials and in the same manner as the original model (specimen) approved by the Validator.

3.4 LISTING OF CERTIFIED PUBLIC PLAYGROUND EQUIPMENT

At the direction of the IPEMA Equipment Certification Committee, the Validator will maintain a listing of playground equipment models which have been validated as being in compliance with the Standard(s), which will be listed on the website.

SECTION 4 - OUTLINE OF VALIDATION AND TESTING PROCEDURES

4.1 BASIS FOR VALIDATION

This program certifies to the Standards noted in the definitions section of this document. Forms IPEMA 06e, 07e, 08e and 09e are provided as testing requirements used by the Participant based upon the Program(s) being certified to. As the Standard(s) is revised and/or new Standards are added, the IPEMA Certification Committee will determine the effective date and procedures necessary for the program to certify to the revised Standard(s). On that date, all previously validated products must conform to the new, revised Standard to be certified. During this transition period, the equipment may need to be tested to meet the revised Standard(s). Participants shall not refer to their IPEMA Certification to the revised Standard prior to the effective date.

4.2 INITIAL VALIDATION PROCEDURES

4.2.1 Following an official inspection, Participant shall submit a completed Request for Validation for all product models to be validated through the website interface. The documentation uploaded through this process shall include completed test report, component-specific installation instructions, dated photos of structural integrity testing, a photo of the entire model being submitted, and a copy of any private label agreements, if applicable.

The Participant may choose to submit complete test results from an A2LA, or equivalent, accredited lab to ISO Guide 17025 for all product models intended for certification to F1487 & CSA Z614, along with a copy of that lab's Scope of Accreditation reflecting the Specification(s) outlined in this Procedural Guide. (Submitted test reports are still subject to approval by the IPEMA Equipment Certification Validator, regardless of test lab's accreditation.) Tests shall have been performed to the Standard(s)

At the request of Participant, Validator will schedule and execute official inspections at the facility(ies) where Participant testing and manufacturing was performed, provided Participant's License Application and Agreement has been accepted by IPEMA.

4.2.2 Approval of the test/manufacturing facility (facility) is a prerequisite for product validation. During the initial inspection at Participant's facility, Validator will review for the purposes of approval:

- test equipment (see Section 12)
- calibration procedures
- written test procedures and adherence to same
- initial test data
- structural integrity testing
- review product change procedure to assure that changes follow through the manufacturing and shipping process
- review documentation demonstrating compliance with the requirements found within the ASTM 1487 standard related to the Consumer Product Safety Improvement Act of 2008 (CPSIA)
- review recent layouts to assure Participant knowledge of the applicable portions of the Standard(s).

During facility inspection, Validator, at its discretion, may inspect products from the production line or from inventory on a random basis. A limited number of product tests will be witnessed, of which Participant will be informed prior to the inspection visit.

The Validator will be allowed access to those parts of Participant's premises, and to such materials as Validator may reasonably deem necessary, to determine compliance with the Standard(s).

Participant shall render all reasonable and necessary assistance to Validator, during normal business hours, to enable the facility inspection to be carried out as promptly as possible.

4.2.3 The Validator is the sole judge as to whether the facility is approved.

- 4.2.4 Upon facility approval and product validation, Validator notifies IPEMA Administrator. Administrator provides Participant with approval to login to the website interface. Participant adds products electronically through this interface and uploads completed test report, along with photos of structural integrity testing dated within the past calendar year.
- 4.2.5 Products added electronically will be processed within 30 days of submittal. Upon Validator approval, product models are posted to the website listing of validated products.

4.3 SUBSEQUENT VALIDATION PROCEDURES

- 4.3.1 Participant shall manage all certified product models (new and/or annual retests) through the website interface. The documentation uploaded through this process shall include completed test report, component-specific installation instructions, dated photos of structural integrity testing, photo of the entire model being submitted, and a copy of any private label agreements, if applicable. By completing this process, Participant stipulates that the sample tested is representative of all units produced and offered for sale.

Independent of the website interface, Participants must track retest dates for all certified product models, including all private labeled models, if applicable. This information, along with test documentation, must be used if questioning the information on the website interface. Discrepancies must be submitted to the IPEMA Administrator, along with the appropriate documentation kept by the company, for investigation.

For new equipment which may not specifically fit into the designated types listed within the specification ASTM F1487, it is suggested Participant notify Validator upon concept and initial product development. Participant shall provide preliminary design detail and documentation of proposed new equipment to Validator. Time to review new equipment design concept and hazard analysis will be invoiced as per Appendix C Fee Schedule, Engineering Documentation Review. Validator will review design concept, and provide support for identifying gaps within proposed risk assessment. Participant may refer to Appendix D for an outline of general expectations to be included within hazard analysis/risk evaluation.

For submittal of new equipment that does not specifically fit into the designated types listed within the specification, Participant shall submit applicable test results, including supporting documentation of hazard analysis/risk evaluation, per section 1.6.1 of the Standard. Validator will review documentation for content and thoroughness. Time to review new equipment design concept and hazard analysis will be invoiced as per Appendix C Fee Schedule, Engineering Documentation Review. Participant shall maintain, record, control, retain and retrieve all documentation related to design, production, product testing, and marketplace. Documentation shall be made available to Validator upon further request and/or during annual inspection(s).

In the event Participant and/or Validator encounter discrepancies or disagree with interpretation of applicable product testing or hazard analysis, Validator and/or Participant may elect to defer to the Equipment Certification Committee for interpretation and guidance. Procedures for requests of interpretation are noted in Section 9 of the procedural guide.

- 4.3.2 The manage products website interface enables Participant to inform Validator of:
- Changes in listing information, e.g. product name, product line name
 - Additional partial product retesting, in response to product changes
 - Changes in Basic/Modification model relationships
- For product changes or modifications that affect compliance with the Standard(s), Participant is required to submit all applicable test reports and documentation through the website interface, listing the model(s) that have changes, prior to the first shipment of the revised product.

- 4.3.3 A Participant may remove certified product(s) from its product listing via the website interface.
- 4.3.4 The Validator is the sole judge as to whether the information provided is adequate to validate, and may require additional information or tests prior to Validation.
- 4.3.5 To maintain validation, Participant must annually retest a minimum of 20% of their validated products. In May, the website interface automatically calculates the retest goal for each participant for that fiscal year. Participants will receive an email notifying them of the retest goal and can review the retest status through the website interface at any time throughout the year. If there is a discrepancy in the retest goal, Validator and Participant will communicate with each other to revise or verify the goal. If the number of certified products expiring exceeds the 20% requirement, all must be re-tested. If the number of certified products expiring is less than the 20% requirement, the Participant will choose the additional products to be retested.

If any Participant has not submitted the required minimum number of product retests for that fiscal year by May 1, Validator will advise Participant of the remaining product retests required by fiscal year-end. This communication will state that if remaining product retests are not submitted by fiscal year-end, action will be initiated to remove Participant's entire listing of validated products.

If Participant does not meet the year-end product retest requirements, Validator, with the approval of the Equipment Certification Committee, will provide notice to Participant and initiate action to remove Participant's entire listing of validated products. This action may be appealed by Participant to the IPEMA Board of Directors. Such appeal must be made by notice to the IPEMA Administrator within ten (10) business days of receipt of Validator's notice, and shall state the reasons why IPEMA's decision should be withdrawn or modified. If Participant does appeal and is found non-persuasive by the Board, Participant's entire listing of validated products is removed. Decisions made by the Board are final and are not subject to appeal.

- 4.3.6 Product tests expire on May 31st following the fifth (5th) anniversary of the date on which the test was performed. It is Participant's responsibility to ensure that products are retested within this time frame. If products are not retested during this time frame, they will be automatically removed from Participant's listing of validated products.
- 4.3.7 The Validator will conduct scheduled inspections at Participant's facility once every fiscal year. The Validator will inspect Participant's facility(ies), witness testing, and record results on the IPEMA Equipment Inspection Form (see Section 11, form IPEMA 04e). The tests are conducted to determine that the design and construction of selected product models conform to those originally tested and certified. The inspection determines whether Participant continues to follow procedures assuring that products shipped are representative of products tested. Validator will address those items listed in section 4.2.2 herein, as well as:
- reviewing products involving a "gray area" of interpretation
 - structural integrity testing
 - choosing products changed by the last Standard revision (ASTM and/or CSA)
 - having Participant explain the rationale for selected Basic/Modification model relationships
 - reviewing recent layouts, including those changed by the latest Standard revision (ASTM and/or CSA)
 - examining Participant written internal interpretations, requiring Participant to provide the rationale
 - probing for appropriate levels of knowledge of the applicable Standard(s) by Participant personnel in areas affecting the certification process
 - review of retained records in compliance with section 4.4 of this document
 - review documentation demonstrating compliance with the requirements found within the

Validator will also inspect the current License Agreement, Certificates of Insurance, and Certification Logo documents required by section 3.1(d) of the License Agreement, to determine compliance with that section, which is a requirement of validation and listing of validated products on the website.

Upon completion of the inspection, the IPEMA Inspection Form will be signed by the Validator and Participant's representative. Validator will keep original, and a copy will be given to Participant. Procedures for correcting product and/or facility noncompliance discovered during scheduled inspections at Participant's facility are discussed in Section 6. If an annual inspection does not take place, a Corrective Action will be issued per section 6.

4.4 RETAINED RECORDS

- 4.4.1 Participant must retain a complete bill of materials for the sample and piece part drawings of the complete model for all tested samples.
- 4.4.2 Other records that must be retained for approval are field/product complaints regarding compliance that require corrective action and action taken, test procedures, test results, engineering change orders and other documents as necessary to substantiate certification.
- 4.4.3 This information must be retained on file at Participant's facility for seven (7) years, and shall be made available to the Validator.

4.5 PROCEDURE FOR PRIVATE LABEL PRODUCTS

Participants who manufacture private label products for resale by other participants will follow the certification procedure for each product to be certified. The product brand name(s) and model(s) sold by the Private Labeler and manufactured by the private label manufacturer will be furnished to the Validator. Before the Private Labeler may list these product(s) on the IPEMA website, or sell these products with the IPEMA Certification Logo(s), they must submit a License Application and Agreement, pay all required administration fees, provide a copy of an agreement as outlined below, and undergo an annual office inspection, which includes applicable portions under Section 4 (Outline of Validation and Testing Procedures).

Participants who wish to sell private label product(s) manufactured by a private label manufacturer must maintain a current agreement, signed by officials of both parties that includes, at a minimum:

- Product brand name(s) and model(s) being provided by Private Label Manufacturer
- Product brand name(s) and model(s) being sold by Private Labeler
- A statement specifying the Private Label Manufacturer's commitment to continued quality and compliance to the Standard(s) herein for the private label product(s)
- Have provisions for the Private Labeler to accept and assume liability for the private label product(s) it sells.
- Test results that are current and maintained on file by both parties.
- Definitive period and renewal provisions, as applicable

This signed agreement is required of all Participants, regardless of any Corporate affiliations which may exist between the Participants, and be made available to Validator during inspection. If an Agreement is not made available during inspection, an ICAR will be issued to both Participants noted on the inspection report and an Agreement must be provided within the time period noted on the ICAR.

4.6 PROCEDURE FOR CONTRACT MANUFACTURED PRODUCTS

Participants who utilize manufacturing facilities that are not owned or controlled by the Participant or any of Participants' ownership group (defined as a corporation which owns two or more companies that are separate IPEMA members) must follow the procedures outlined here to obtain or maintain certification of products manufactured by those facilities:

- An on-site inspection must be conducted at least once every five years by the Participant;
- Documentation of the on-site inspection must be provided to the Validator during the annual inspection;
- Test results must be current, maintained on file by the Participant, and shared with the Validator during the annual inspection;
- A dated Agreement between Participant and contract manufacturer must be on file and available to Validator during inspection. The Agreement must include the following components:
 - a. contract period of at least one year and a renewal provision;
 - b. detailed procedures by which the Participant dictates the manufacturing process;
 - c. Participants' acceptance of liability for the certified product(s);
 - d. list of product(s) being manufactured including brand name(s) and model(s);
 - e. statement denoting contract manufacturer will follow Participants' quality expectations and comply with the applicable ASTM/CSA Standard(s);
 - f. signatures of representatives from both parties.

SECTION 5 - USE OF LOGO

- 5.1 Upon receipt of approval from Validator, Participants may use the appropriate Certification Logo(s) and program approved verbiage to identify the model(s) as validated, in accordance with the requirements of the License Application and Agreement and Appendix B.
- 5.2 To enforce the requirements of Appendix B, the Validator, during the annual facility inspection, will review copies of all uses of the Certification Logo(s) and references to the IPEMA Equipment Certification Program in any media within the previous twelve (12) months, together with copies of IPEMA's written authorization to use the Logo(s) and reference the Program, if required; **OR** a certification of nonuse signed by the Participant's President or CEO that the Participant has not used the Logo(s) or referenced the Program in any media within the previous twelve (12) months.
- 5.3 Validator may remove from Participant's listing of validated products the models for which Certification Logo(s) were used without IPEMA's written authorization, if required by Appendix B, until such time that IPEMA's written authorization is secured.

SECTION 6 - NONCOMPLIANCE

- 6.1 **PRODUCT NONCOMPLIANCE (Found During Annual Inspection)**
A notice of noncompliance shall be issued by the Validator when any validated model is found not in full compliance with the Standard(s), or the materials or assembly differs from the validated model approved in a manner that could affect compliance with the Standard(s). This notice of noncompliance will take the form of an IPEMA Corrective Action Request (ICAR, form IPEMA 03e).
- 6.1.1 If, during witness testing at Participant's facility, a failure occurs that Participant believes is not representative of production, Participant may request Validator's inspector to select two additional units at random for immediate retest.
- Only the failed test(s) need be repeated. If both specimens pass, the product has passed. If one or both specimens fail, the product has failed.

- 6.1.2 Upon finding a product not in full compliance, Validator will provide an ICAR notice to Participant. Participant shall, within ten (10) business days of receipt of notice of noncompliance, exercise one of the following options:

Option 1-Participant may submit a Corrective Action Plan, to include a time schedule of activities, to Validator to resolve the issue. Validator has the authority to determine an acceptable Corrective Action Plan including, but not limited to, corrective action related to post-market products. If the time to completion exceeds 30 days, Equipment Certification Committee approval is required or the Participant must obsolete the product in question via the IPEMA website interface.

If the Corrective Action Plan is not implemented on schedule, Validator shall provide notice to Participant, and then remove the non-complying model(s) from Participant's listing of validated products.

Option 2 - Participant may take no action. If a response is not received by the Validator within ten (10) business days, Validator shall provide notice to Participant, and then remove the non-complying model(s) from Participant's listing of validated models.

- 6.1.3 For both options, the removal of the non-complying models from Participant's listing of validated models is accompanied by the revocation of Participant's right to use the Certification Logo(s) in conjunction with the nonconforming model(s).
- 6.1.4 Participant may resubmit this model for validation. The model must be tested and submitted on electronically through the IPEMA website interface. (see section 4.3).

6.2 PRODUCT NONCOMPLIANCE (Found During Required Testing per Section 4.3)

If a noncompliance is found during normal retesting, required by the Participant per Section 4.3 of this document, the Participant must process the issue through internal corrective action procedures. If corrective action cannot be concluded within 30 days, Equipment Certification Committee approval is required or the Participant must obsolete the model in question via the IPEMA website interface.

- 6.3 PRODUCT NONCOMPLIANCE (Found at any time outside of those addressed in this document)
A notice of noncompliance shall be issued by the Validator when any validated model is found not in compliance with the Standard(s), or the materials or assembly differs from the validated model approved in a manner that could affect compliance with the Standard(s). This notice of non-compliance will take the form of an ICAR (Form IPEMA-03e). When this occurs, the procedures outlined in Section 6.1.2 shall be followed.

6.4 FACILITY NONCOMPLIANCE

When Participant's previously approved facility is subsequently found to be inadequate (see section 4.3.7), a notice of noncompliance, in the form of an ICAR (form IPEMA 03e) shall be issued by the Validator.

- 6.4.1 During a subsequent inspection performed by Validator, if an area of the facility is found to be inadequate, Participant will receive an ICAR from Validator. Participant shall, within ten (10) business days of receipt of this noncompliance, exercise one of the following options:

Option 1 - Participant may submit a Corrective Action Plan, to include a time schedule of activities, to Validator to resolve the issue. Validator has the authority to determine an acceptable Corrective Action Plan. If the time to completion exceeds 60 days, Equipment Certification Committee approval is required.

If the Corrective Action Plan is not implemented on schedule, Validator shall initiate action to withdraw approval of Participant's facility.

Option 2 - Participant may take no action. If a response is not received by Validator within ten (10) business days, Validator shall initiate action to withdraw approval of Participant's facility.

- 6.4.2 If, under Options 1 and 2 above, the Validator initiates action to withdraw approval of the Participant's facility, Equipment Certification Committee approval is required. Validator will communicate with ECC chair, who will present both the ICAR and the response by the Participant for review and a determination regarding the Validator's request. Upon Committee approval, Validator gives notice to Participant that facility approval is being withdrawn.

When approval of Participant's facility is withdrawn, the complete listing of Participant's validated models is removed from the website. Participant also loses the right to use the Certification Logo(s) in conjunction with any of its public play equipment.

- 6.4.3 If Participant's facility approval is withdrawn, and subsequently reapproved, models tested prior to the previous facility approval date may be resubmitted for validation without retesting (subject to the five [5] year test expiration). Following subsequent facility approval, all annual retesting, responses to addenda and revised standards, that were required during the interim must be completed submitted, and accepted by Validator prior to any models being listed on the IPEMA website. New models may be submitted for validation provided they were tested after the facility's subsequent approval.

6.5 DOCUMENT NONCOMPLIANCE

A notice of noncompliance, in the form of an ICAR (form IPEMA 03e), shall be issued by the Validator when any of the documents required by section 3.1(d) of the License Agreement are not provided or are not in compliance with the requirements of that section. Participant shall, within ten (10) business days of receipt of this noncompliance, exercise one of the options listed in 6.3.1 above.

6.6 GENERAL

- 6.6.1 Under all circumstances, all costs shall be assumed by Participant.

- 6.6.2 No Participant's validated models shall be involuntarily withdrawn from the website listing by Validator until the process described has been completed and the Participant has received appropriate notice.

6.7 NONCOMPLIANCE CHALLENGE AND APPEAL

When noncompliance of product(s), facility, or document(s) are found by Validator, and Participant disagrees with the noncompliance finding, the following procedures must be followed:

Participant must submit documentation to IPEMA disputing the noncompliance brought forth within 10 days of the ICAR notice being issued by Validator. ICAR must be submitted along with the documentation.

IPEMA staff will forward the documentation and ICAR notice to the appropriate certification committee (excluding members who may have a conflict of interest), for a determination to be made regarding whether noncompliance is upheld or dismissed.

IPEMA staff will notify the Participant and Validator of the determination.

This action may be appealed by Participant to the IPEMA Board of Directors. Any such appeal must be made by notice to the IPEMA Administrator within ten (10) business days of receipt of the Committee's determination and shall state the reasons why the noncompliance decision should be withdrawn or modified. If Participant appeals noncompliance to the Board of Directors, the ICAR response will not be required until the appeal is determined. If the Board upholds the noncompliance, Participant must respond accordingly (via corrective action) within 10 business days. If noncompliance is not found by the Board, Validator will withdraw the ICAR. Decisions made by the Board are final and not subject to further appeal.

SECTION 7 - CHALLENGE PROCEDURE

IPEMA recognizes two distinct Challenges that may be submitted, as follows:

Industry Representative vs Participant - An Industry Representative may be another manufacturer, an inspector, an installer, an employee or anybody who has knowledge of, and/or actively participates within, the play and playground industry.

Public vs Participant - Public may be an end-user, purchaser, or any party not affiliated with the play and playground industry.

Challenges can only be addressed if they are related to the Standard(s) or specific sections of Standard(s) to which the IPEMA program validates. In the event the performance and/or design of certified product(s), or program compliance of a Participant, is Challenged, the process below shall be followed. The confidentiality of each party shall be maintained throughout each process. The Participant's product being Challenged shall remain on the IPEMA website while the Challenge is in process. Failure to respond within the timeframe noted below may result in a determination unfavorable to the non-responsive party.

The following procedures must be followed to initiate a Challenge:

The Challenger completes and submits the IPEMA Certification Challenge Form (form IPEMA 10e) to IPEMA. Submittal shall include supporting documentation outlining the detail of Challenge, applicable test data, and any other information relevant to the Challenge. If known, the documentation shall specify the section(s) of the particular standard(s) to which the product should comply.

1. Upon receipt of the Challenge Form, the Challenge Review Committee (IPEMA's Executive Director, IPEMA's legal counsel, and the currently-seated chair of the IPEMA Certification Committee) is notified via email and sent the Challenge Form and supporting documentation. If it is determined by the Executive Director and legal counsel that the chair of the Certification Committee has a conflict of interest with the Challenge, another member of the Committee will be asked to serve.
2. Within 30 business days of receiving the Challenge Form, the three individuals noted confer and make a determination (based upon a majority rule) to request more information from the Challenger and/or the Participant, dismiss the Challenge, or proceed with the Challenge.
3. If the decision is made to proceed with the Challenge, the Participant is sent a copy of the Challenge Form and supporting documentation. Within 30 business days the Participant must provide IPEMA with their response to the Challenge. The response may include testing documents for the product being Challenged, photographs, or other pertinent information to address the Challenge.
4. Upon receipt of the response, the Challenge Response Committee (IPEMA Certification Committee members having no conflict of interest, the Validator's representative, and IPEMA's legal counsel) will receive copy of the Challenge and the Participant's response and review both within 30 business days. A determination will be made (based upon a majority rule) to issue an ICAR to the Participant, remove the certified product from the website, or dismiss the Challenge.
5. Once a determination is made, the Challenger and the Participant will be notified of the decision and the appropriate action will be taken.
6. Within 30 business days of the date of the determination letter, the Challenger and/or the Participant may issue an appeal of the decision to the IPEMA Board of Directors. The decision of the Board of Directors is final and binding upon the Challenger and the Participant.

SECTION 8 – FINANCING

The Administrative functions of the IPEMA Equipment Certification Program are financed by yearly administrative fees paid by Participants to both IPEMA and the Validator. These non-refundable fees help defray expenses relating to the Equipment Certification Program. The Fee Schedule, Appendix C to the License Application and Agreement, may be amended from time to time and is applicable to participation in the IPEMA Equipment Certification Program.

SECTION 9 - INTERPRETATION PROCEDURES

Interpretation, clarification and product implementation procedure:

Validator and/or Participant will bring interpretation questions to the Equipment Certification Committee for interpretation.

Committee will provide program interpretation, or defer to ASTM or CSA for clarification. If Committee defers, Participant writes rationale for its interpretation and Validator accepts rationale pending ASTM/CSA action.

After ASTM/CSA action or Committee interpretation, Committee may publish an interpretation as Addendum A (2017) to the Procedural Guide, and set a date for Participant's compliance to maintain validation of affected products. This Addendum may be updated periodically throughout the year. As updates are made, participants are informed of the changes to the Addendum and the action(s) they must take to maintain compliance in the program, including responding with Response to Addendum Form 05e within the time period noted.

Administrator publishes the updated Addendum to Participants. Non-participants may request Addenda from Administrator.

Participant has the following choices for compliance to Addendum:

- Submit supplemental RV, dealing only with revised interpretation issues (does not extend retest date).
- Submit retest RV, indicating total retest of product, which counts toward 20% retest requirement, and will extend retest date.
- Submit statement that changes to remaining validated models are not necessary.
- Submit statement that lists products to be dropped from validated product listing in lieu of changes.

If Participant meets compliance date, certified product list doesn't change. If Addendum effective date passes with no action by Participant, Validator shall issue a Notice of Noncompliance in the form of an ICAR (form IPEMA 03e). Participant shall, within ten (10) business days of receipt of this Notice, exercise one of the following options:

Option 1 - Participant may submit a Corrective Action Plan, to include a time schedule of activities, to Validator to resolve the issue. Validator has the authority to determine if the Corrective Action Plan is acceptable. If the time to completion of the Corrective Action Plan exceeds 30 days, Certification Committee approval is required. If the Validator and Participant cannot agree on a Corrective Action Plan, or the Corrective Action Plan is not implemented on schedule, Validator shall initiate action to remove Participant's validated products affected. If it cannot be readily determined which validated models are affected, ALL of Participant's validated products will be targeted for removal from the website listing.

Option 2 - Participant may take no action. If a response is not received by Validator within ten (10) business days, ALL of Participants validated products will be targeted for removal from the website listing.

Equipment Certification Committee approval is required before Validator may begin action to remove any of Participant's validated model(s) under Options 1 and 2 above. Upon Committee approval, Validator also gives notice to Participant that some or all of its validated models are being removed. Validator will identify product(s) being removed.

This action may be appealed by Participant to the IPEMA Board of Directors. Any such appeal must be made by Notice to the IPEMA Administrator within ten (10) business days of receipt of Validator's Notice to remove validated models. The appeal shall state the reasons why the decision to remove Participant's validated models should be withdrawn or modified. Decisions made by the Board are final and not subject to further appeal.

Removal of Participants validated model(s) occurs when Participant fails to appeal to the Board of Directors within fifteen (15) business days as discussed previously. If Participant does appeal to the Board of Directors, removal of Participants validated model(s) occurs when such appeal is found to be non-persuasive by the Board. When product(s) are removed from Participants certified product listing, they are removed from the IPEMA website. Participant also loses the right to use the Certification Logo(s) in conjunction with any removed play equipment.

Should Participant subsequently decide to certify any equipment previously removed, such equipment must be retested and submitted to Validator, complying with all requirements of this Procedural Guide, to include all current Addenda.

Provisions shown in Section 6.5 are also applicable to Section 9.

SECTION 10 – PRODUCT RECALLS AND MODIFICATIONS

IPEMA recognizes that products are periodically recalled by either the manufacturer or the Consumer Product Safety Commission (CPSC) and other recognized government regulatory agencies outside of the U.S. ("other agency"). Should that occur, the following procedures are to be carefully followed by the manufacturer that is a Participant in the IPEMA certification program:

For Product Recalls administered by CPSC and other agencies

1. Upon public notification that the CPSC or other agency has issued a Product Recall, whether voluntary or mandatory, of an IPEMA certified product, a copy of the public notice (or news release) received by the manufacturer must be forwarded to both IPEMA, TUV and any Private Labeler(s)
2. If the product has been recalled completely and is to be removed from service, within two (2) weeks of notification of a recall of an IPEMA certified product, the manufacturer, and any Private Labeler(s) must utilize the IPEMA website interface and remove certification for that product, thereby making the recalled product "Obsolete".
3. If the product has been recalled with a field modification remedy, within two (2) weeks of notification of a modification being required of an IPEMA certified product, the manufacturer and any Private Labeler(s) must utilize the IPEMA website interface to either remove certification for that product (making it "Obsolete") or make the appropriate change to the product. When submitting a modification, the manufacturer and any Private Labeler(s) must add in the product name field the following statement: "Modified due to Government Recall on (date)." This information will appear on the certificate for this product.

For Product Recalls and Modifications administered by the manufacturer

Within two (2) weeks of notifying the customer/owner/operator of recalls and/or safety modifications:

1. Notification must be provided to IPEMA, TUV and any Private Labeler(s) noting the product name and number, the action being taken, and the reason for the recall and/or safety modification.
2. For products to be removed from service, the manufacturer and any Private Labeler(s) must utilize the IPEMA website interface and remove certification for that product, thereby making the recalled product "Obsolete".
3. For products requiring safety modifications, a plan of action must be shared with IPEMA, TUV and any Private Labeler(s) how notice of the modification is being addressed and a date provided for implementation.

Failure to comply with the requirements listed above may result in the manufacturer losing its IPEMA certification for all its products, and for the Private Labeler(s) losing its IPEMA certification for the recalled or modified product(s).

SECTION 11 – CHANGE IN OWNERSHIP OF COMPANY OR PRODUCT LINE

This Program recognizes that changes in corporate ownership as a result of mergers, acquisitions, or restructuring may occur. The Program validates products by relying on testing conducted by the company at the Validator-approved facility and the following scenarios are presented with requirements for maintaining or obtaining validation of products:

If the company name, parent company, and/or EIN change, the following must occur:

- Notification to IPEMA and Validator of the new name along with the following documents:
- New license agreement with name, EIN, contact person(s)
- New certificates of insurance naming IPEMA and Validator as additional insured

If test-designated personnel changes are made, the following must occur:

- Update on website interface with new contact names and information
- Notification to Validator of the new contact name and information
- Updated certificate from nationally recognized playground safety inspector course (if the person previously holding the certificate has gone)

If the company manufacturing facility moves, and there has been no change in test-designated personnel, the following must occur:

- Update address on website interface
- Notification to IPEMA and Validator of the change

If a certified product (or certified product line) is purchased, the following must occur:

- If the purchaser is a participant in the program, and the product continues to be manufactured at the facility of the seller:
- Notification to IPEMA and Validator of the purchase (listing the seller, the purchaser, the IPEMA certified products included in the sale, and the date of purchase)
- Submission of new product(s) under the purchaser company on the website interface for validation
- If the purchaser is a participant in the program, and the product is manufactured at a different facility than previously manufactured:
- Notification to IPEMA and Validator of the purchase (listing the seller, the purchaser, the IPEMA certified products included in the sale, and the date of the purchase)
- Submission of new product(s) under the purchaser company on the website interface for validation
- Schedule an inspection with Validator, unless the facility is already approved through the program
- If the purchaser is not a participant in the program, regardless of the manufacturing facility location:
- Company would have to apply for certification through IPEMA and go through the protocols to have products certified

SECTION 12 - FORMS

IPEMA Correction Action Request (ICAR) – IPEMA 03e

IPEMA Equipment Inspection Form – IPEMA 04e (5 pages)

Response to Addendum - IPEMA 05e

IPEMA ASTM Based Certification Test Requirements Data Sheet – IPEMA -06e (3 pages)

IPEMA ASTM Based Certification Test Requirements Data Sheet (CSA Incremental) – IPEMA 07e (2 pages)

IPEMA CSA Based Certification Test Requirements Data Sheet – IPEMA 08e (3 pages)

IPEMA CSA Based Certification Test Requirements Data Sheet – (ASTM Incremental) – IPEMA 09e (2 pages)

IPEMA CORRECTIVE ACTION REQUEST (ICAR)

PARTICIPANT:		CAR NO.:	DATE:	
ADDRESS:				
CONTACT:		EMAIL:		
PHONE:		TÜV SÜD AUDITOR:		
PRODUCT NAME (OR FACILITY):		MODEL (IF APPLICABLE):		
DISCREPANCY NOTED:				
CORRECTIVE ACTION PLAN DUE NO LATER THAN:				
PARTICIPANT CORRECTIVE ACTION PLAN:				
PARTICIPANT SIGNATURE:		DATE:		
CORRECTIVE ACTION PLAN IS:		ADEQUATE: ☐	INADEQUATE: ☐	
VALIDATOR FOLLOW-UP REQUESTS:				
VALIDATOR FINAL COMMENTS:				
CORRECTION TEST RESULTS:		PASS		FAIL
VALIDATOR SIGNATURE:		DATE:		
CERTIFICATION MGR CONCURRENCE:		DATE:		

IPEMA Playground Equipment Certification Program

Annual Inspection Report

Inspection Type:

Initial Inspection: ☐

Annual/Subsequent Inspection: ☐

Dates of This Inspection:

Participant:

Certification to Standard(s) ASTM F1487 ☐ CSA Z614 ☐

Inspection Results:

Facility Approval Pass ☐ Fail ☐ Pending ☐

Validator: _____ Participant Rep: _____

Date: _____ Date: _____

Summary Comments:

Program Related Documentation**Contact:** _____

	Yes	No
Does Participant have:		
Current signed license agreement on file? Date Approved: _____	☐	☐
IPEMA Procedural Guide? Revision:	☐	☐
ASTM F1487, Latest Revisions :	☐	☐
CSA Z614, Latest Revision:	☐	☐
Current Addendum?	☐	☐
Internal Interpretations?	☐	☐
Hazard Identification?	☐	☐
Hazard Mitigation?	☐	☐
Does participant have distribution list for IPEMA documents?	☐	☐
Does test technician understand use of all IPEMA forms/website operation?	☐	☐
Certificates of Insurance? Amount? _____ Exp. Date: _____		
TUV SÜD America?	☐	☐
IPEMA?	☐	☐
Does participant have adequate system to track 20% and 5 year retest requirements?	☐	☐
Document method:		
<u>Review Families Basic/Modifications with personnel: From Current Listing on Website</u>		
Are families designated properly?	☐	☐
Do any designations require correction? (Explain Below)	☐	☐
Logo Usage - Review IPEMA Certification Logo(s) for proper use per Appendix B	☐	☐

Comments:

Design Procedure Review**Contact:** _____

	Yes	No
Does participant have written procedures for new product development?	☐	☐
Does procedure include step for testing to IPEMA?	☐	☐
At what point in the development process is testing performed?		
 Review examples (2) Have all steps been taken per procedure?	☐	☐
 Does participant have procedures for product changes?	☐	☐
What is the process referred as?		
 Does participant have method to document Corrective Actions?	☐	☐
Are non-conforming products and related data analyzed to determine cause?	☐	☐
Does procedure specify prescribed time to complete corrective action per IPEMA?	☐	☐
Does the participant maintain a follow up procedure to corrective actions issued?	☐	☐
Does procedure include steps for follow up testing per IPEMA?	☐	☐
Do design personnel have immediate access to standards (ASTM F1487/CSA Z614)	☐	☐

Comments:

Quality Procedures Review

Contact: _____	Yes	No
Does participant have procedures to address:		
Inspection of incoming supplied parts?	☐	☐
Inspection of manufactured components?	☐	☐
Does the quality procedure address control of drawing for supplied parts/components?	☐	☐
Customer complaints?	☐	☐
Are complaints reviewed to determine if product changes are necessary?	☐	☐
Review examples of complaints that have prompted product changes (if any), and follow the process thru completion of changes. Document any findings below.		
Was process confirmed during inspection?	☐	☐
Is the participant ISO certified?	☐	☐
Comments:		

Calibration/Equipment Documentation

Contact: _____	Yes	No
Are adequate procedures in effect to control calibration of test equipment?	☐	☐
Does the system adequately provide for calibration recall?	☐	☐
Is all testing equipment traceable to NIST or its equivalent? Document examples.	☐	☐
Are calibration certificates on file for all outsourced calibrations?	☐	☐
Do calibration records reflect the following:		
• Item identification? (Description and Name)	☐	☐
• Date calibrated and calibration due date?	☐	☐
• Identification of personnel that performed the calibration?	☐	☐
• Identification of NIST traceable equipment used to perform the calibration?	☐	☐
• Drawing of the test equipment? (If calibration software is not used)	☐	☐
Comments:		

Private Label/Contract Manufacturer Documentation/Requirements

Contact: _____	Yes	No
Private Label:		
Does participant manufacture product(s) for private label or sell product(s) that is private labelled?	☐	☐
Are agreement(s) on file between parties, including duration & renewal provisions?	☐	☐
Does participant have a listing of private label manufacturers? (Listing to be provided to validator during inspection.)	☐	☐
Does participant have a detailed listing describing manufacturers component number, name & model and private labeler component number, name & model?	☐	☐
Verify all applicable test results (including material content requirements of CPSIA) are maintained and current on file. List reports on checklist.	☐	☐
Review of private labelers certified component listing ensuring current certification status.	☐	☐
Review of installation and maintenance instructions.	☐	☐
Review 20% private label retest requirement.	☐	☐
Review Basic and modified component listing on test report(s).	☐	☐
Contract Manufacturer:		
Is a current on-site inspection report on file for contract manufacturer(s) as performed by the Participant? (See Comments for date of most recent inspection).	☐	☐
Does Participant utilize contract manufacturer(s)?	☐	☐
Does Participant have current listing of contract manufacturers? (Listing to be provided to Validator during inspection.)	☐	☐
Are valid agreements on file for each contract manufacturer?	☐	☐
Are current test results for each contract manufacturer on file?	☐	☐
Comments:		

Test Samples

Contact: _____

	Yes	No
Does participant have a written procedure for ordering test samples?	☐	☐
Are test samples representative of product offered for sale?	☐	☐
Are maintenance and installation instructions included in package sent to customer?	☐	☐
Are they adequate per standards?	☐	☐
Are maintenance instructions general?	☐	☐
Are maintenance instructions specific?	☐	☐

Comments:

Product Testing/Review of Test Personnel

Contact: _____

	Yes	No
Do test forms cover all of the required tests per ASTM and/or CSA requirements?	☐	☐
Is this form used to record test results?	☐	☐
When performing tests, are reference standards, addendum, etc. reviewed and followed? Are addendum questions referenced on test document?	☐	☐
Is age appropriateness determined prior to/after testing has begun?	☐	☐
Are standard scopes reviewed at any time during the testing?	☐	☐
Are material requirements (ASTM Section 4/CSA Clause 7) reviewed during testing process?	☐	☐
Does a general file exist that shows compliance to these requirements?	☐	☐
Is it current?	☐	☐
Is technician's testing methodology consistent with IPEMA requirements?	☐	☐
Does technician understand correct usage of all test gauges?	☐	☐
Is instructional literature reviewed for compliance to test standards?	☐	☐
Does technician understand all aspects of structural integrity testing?	☐	☐
Are all measurements and loads applied correctly?	☐	☐
Is structural integrity testing consistent with IPEMA practices?	☐	☐

Certifying Body:

Expiration Date:

Comments:

Playground Layout Review

Contact: _____

	Yes	No
Has participant designated personnel to verify/review all layouts?	☐	☐
Do personnel hold certification through a national playground safety inspector course? (i.e. CPSI)	☐	☐
Certifying Body:	Expiration Date:	
How are use zones/encroachment zones verified? Is method adequate?	☐	☐
Review specific areas with personnel responsible for providing layout designs to customers/sales representatives/etc. Document process from initial bid to completion of order below.		

Comments:

Components evaluated during inspection

<u>Model Number</u>	<u>Description</u>

Noncompliances found during component testing

RESPONSE TO ADDENDUM

Company: _____

Date Submitted: _____

Contact: _____

Standard: ASTM F1487- _____

Address: _____

CAN /CSA Z614- _____

Phone: _____

Addendum No.: _____

Addendum Date: _____

The following information is our response to the IPEMA Addendum referenced above. It is a complete and accurate representation of how all of our currently validated products are affected by the Addendum.

Addendum Question #	Validated Model #	Description					Compliance Maintained by (Enter 1,2,3,4 or 5, see below.)	

Submitted By: _____

Reviewed By: _____

CODES FOR COLUMN 4 ABOVE

- | | |
|--|---|
| 1. Supplemental RV Submitted | 3. No Changes Necessary |
| 2. New (Restest) RV Submitted | 4. Product Dropped from ASTM Validated Models Listing |
| 5. Product Dropped from CAN/CSA Validated Models Listing | |

IPEMA ASTM Based Certification Testing Requirements

Participant Company: _____

Name: _____

Product Line: _____

Model Number: _____

Initial Test: ☐

Product Description _____

Initial Test Date: _____

Manufacture Date: _____

Expiration Date: _____

Basic Model: ☐

Modification Model: ☐

Retest: ☐

Retest Date: _____

Section	Description	Pass	Fail	N/A	Section	Description	Pass	Fail	N/A
1.0	Scope	☐	☐	☐	6.4.3	Exposed Bolt Ends	☐	☐	☐
1.6.1	Risk Assessment	☐	☐	☐	6.4.4	Projections which increase in size	☐	☐	☐
4.0	Materials and Manufacture	☐	☐	☐	6.4.5	Connecting Devices	☐	☐	☐
4.1	General Requirements	☐	☐	☐	6.5	Crush and Shear Points	☐	☐	☐
4.2	Fasteners	☐	☐	☐	6.6	Suspended Hazards	☐	☐	☐
4.3	Tires	☐	☐	☐	7.0	Requirements for Access/Egress	☐	☐	☐
5.0	General Requirements	☐	☐	☐	7.2	Rung Ladders, Stepladders, Stairways, and Ramps	☐	☐	☐
5.2	Age Specification	☐	☐	☐	7.3	Other Means of Access	☐	☐	☐
5.3	Anchoring Method	☐	☐	☐	7.3.1	Spiral Stairways	☐	☐	☐
5.4	Small Parts	☐	☐	☐	7.3.2	Climbers	☐	☐	☐
6.0	Performance	☐	☐	☐	7.4	Transition of Access to Platform	☐	☐	☐
6.1	Head and Neck Entrapments	☐	☐	☐	7.5	Platforms, Landing, Walkways, Ramps, and similar transitional play surfaces	☐	☐	☐
6.1.1	Bounded Rigid Openings	☐	☐	☐	7.5.5	Guardrails	☐	☐	☐
6.1.2	Bounded non Rigid Opening	☐	☐	☐	7.5.6	Protective Barriers	☐	☐	☐
6.1.3	Boundaries of Large Openings	☐	☐	☐	7.5.7	Adjacent Platforms	☐	☐	☐
6.1.4	Partially Bounded Openings	☐	☐	☐	8.0	Equipment	☐	☐	☐
6.2	Sharp Points and Edges	☐	☐	☐	8.1	Balance Beams	☐	☐	☐
6.3	Protrusions	☐	☐	☐	8.2	Climbers	☐	☐	☐
6.3.1	Accessible Projections	☐	☐	☐	8.2.5	3 Dimensional Climbing net structures	☐	☐	☐
6.3.2	Determining Projection is Protrusion	☐	☐	☐	8.3	Upper Body Equipment	☐	☐	☐
6.3.3	Swing Seat Protrusions	☐	☐	☐	8.4	Sliding Poles	☐	☐	☐
6.4	Entanglements	☐	☐	☐	8.5	Slides	☐	☐	☐
6.4.1	Slide Protrusions	☐	☐	☐	8.5.1	Access to Slide	☐	☐	☐
6.4.2	Projections from Horizontal Plane	☐	☐	☐					

Section	Description	Pass	Fail	N/A	Section	Description	Pass	Fail	N/A
8.5.2	Slide Transitional Platforms	☐	☐	☐	9.0	Playground Layouts	☐	☐	☐
8.5.3	Slide Chute Entrance	☐	☐	☐	11.0	Installation	☐	☐	☐
8.5.4	Slide Chute	☐	☐	☐	12.0	Structural Integrity (see page 2)	☐	☐	☐
8.5.5	Exit Region	☐	☐	☐	12.2	Loading Test Criteria	☐	☐	☐
8.5.6	Slide Clearance Zones	☐	☐	☐	12.3	Strength of Swing Components and Structures	☐	☐	☐
8.5.8	Enbankment Slides	☐	☐	☐	12.3.1.1	Single Occupancy swings	☐	☐	☐
8.6	Swings	☐	☐	☐	12.3.1.2	Swing Supporting Structure	☐	☐	☐
8.6.1	Placement	☐	☐	☐	12.4	Components subject to lateral load	☐	☐	☐
8.6.2	Support Structure	☐	☐	☐	12.4.1.1	Individual Longitudinal Components	☐	☐	☐
8.6.3	Hangers	☐	☐	☐	12.4.1.2	Multiple Longitudinal Components	☐	☐	☐
8.6.4	Suspended Elements	☐	☐	☐	12.4.1.3	Individual Surfaces	☐	☐	☐
8.6.5	Clearances	☐	☐	☐	12.4.1.4	Slide Beds	☐	☐	☐
8.6.6	Fall Height	☐	☐	☐	12.4.1.5	Designated Occupancy Components	☐	☐	☐
8.6.7	Suspended Element Impact Attenuation Test	☐	☐	☐	12.4.1.6	2 Dimensional Grid Nets	☐	☐	☐
8.7	Swinging Gates and Doors	☐	☐	☐	12.4.1.7	3 Dimensional Matrix Nets	☐	☐	☐
8.8	Vertical Rotating Equipment	☐	☐	☐	12.5	Components subject to lateral loads	☐	☐	☐
8.9	Roller Slides	☐	☐	☐	12.5.1	Accidental Concentrated Load	☐	☐	☐
8.10	Seesaws	☐	☐	☐	12.5.2	Surge Distributed Load	☐	☐	☐
8.11	Spring Rocking	☐	☐	☐	13.0	Maintenance	☐	☐	☐
8.12	Horizontal Rotating Equipment	☐	☐	☐	14.0	Signs or Labels or Both	☐	☐	☐
8.13	Track Rides	☐	☐	☐	15.0	Manufacturer ID	☐	☐	☐
8.14	Roofs	☐	☐	☐					
8.15	Stepping Forms	☐	☐	☐					

Load Calculations Per Section 12

Load Type (i.e. swing, Individual longitudinal, multiple longitudinal, etc.)	
Formula for determining number of users	
Calculated Load	
Description of load application	
Actual Tested Load	
Deflection Location	
Dimension Before Load	
Dimension After Load	
Permanent Deflection	

Load Comments:
Comments:

Model stated above is in complete compliance with ASTM F1487, and all program requirements established by IPEMA.

Yes No

☐☐

The model was tested by the individual below on this date. The report summary provides an accurate representation of the test results.

Performed By: _____

Date: _____

Reviewed By: _____

Date: _____

Participant Name: _____

Product Line: _____

Model Number: _____

Product Description _____

Manufacture Date: _____

Basic Model: ☐ Modification Model: ☐

Initial Test: ☐

Initial Test Date: _____

Expiration Date: _____

Retest: ☐

Retest Date: _____

Clause	Description	Pass	Fail	N/A	Clause	Description	Pass	Fail	N/A
N/A	ASTM 1.6.1 has no equivalency in CSA standard	☐	☐	☐	12.3.4	Rough Surfaces	☐	☐	☐
1.8	2% Tolerance	☐	☐	☐	12.4.5	Connecting Devices no infill exemption	☐	☐	☐
3	Definition of embankment slide	☐	☐	☐	12.4.6	Toggle Test (Slides)	☐	☐	☐
7.3	Coatings (Non-toxic Finish)	☐	☐	☐	12.4.7	Toggle Test (Sliding Poles)	☐	☐	☐
7.4	Treatment of wood	☐	☐	☐	12.6.3	No exemption for longer manipulative components	☐	☐	☐
7.6	Rope – Selection Criteria	☐	☐	☐	13.1.4.1	Hand rails	☐	☐	☐
8.3.1	Foundations	☐	☐	☐	13.2.1.3	Hand rails – Spiral Stairways	☐	☐	☐
9.1.2	Manufacturer Compliance to Clause 9 & Documentation to owner	☐	☐	☐	13.2.2.1	Climbers (Use restrictions for Free Standing Arch Climbers)	☐	☐	☐
9.2	Righting moment must exceed overturning moment	☐	☐	☐	13.2.2.3	Flexible component anchors	☐	☐	☐
9.4.3	Swing Assemblies (Load Increase)	☐	☐	☐	13.4.3.3	Guardrail Openings (greater than 375mm) (2% tolerance applies)/No	☐	☐	☐
9.4.4	Swing Structures (Load Increase)	☐	☐	☐	13.4.4.3	Barrier Openings (greater than 375mm) (2% tolerance applies)	☐	☐	☐
9.6	No lateral load exemption for at grade components	☐	☐	☐	13.4.5.4	Consideration to inadvertent falls	☐	☐	☐
9.7.2	Vandal Resistant Steel Cores for Guy or suspension wires on net climbers	☐	☐	☐	14.1.3	No-encroachment (embankment slides)	☐	☐	☐
12.2.4	Partially Bound Openings	☐	☐	☐	14.2	Functionally linked	☐	☐	☐
12.2.5	55° Req. for Openings	☐	☐	☐	14.3	Use zones around rotating equipment	☐	☐	☐
12.3.1.2	All tubing must be capped	☐	☐	☐	14.4.1.4	Protective Surfacing zone width for to-fro swing structures	☐	☐	☐
12.3.3	No exemptions to protrusions	☐	☐	☐	14.4.1.5	No Encroachment Zone for to-fro swings	☐	☐	☐

Clause	Description	Pass	Fail	N/A	Clause	Description	Pass	Fail	N/A
14.4.2.1	Protective Surfacing Zone, Rotating Swing, "Y" Greater than 1.8m	☐	☐	☐	15.5.6.3	Slide Exit Section (Radius of End – 10mm)	☐	☐	☐
14.4.2.4	No Encroachment Zone (Rotating Swings)	☐	☐	☐	15.5.8.1	Roller Slide (Same Req as 15.5.2.3 & 15.5.6.3)	☐	☐	☐
14.4.3	No Encroachment Zone (combination swings)	☐	☐	☐	15.5.9	Embankment Slides	☐	☐	☐
14.5.2	Protective Surface Zone (exit end of slide)	☐	☐	☐	15.6.4.5	No exemption for 2-user suspended elements	☐	☐	☐
14.5.3	No Encroachment Zone, Slide Exits, H > 1.2m	☐	☐	☐	15.8	Vertical Rotating Equipment	☐	☐	☐
14.6	Embankment Slides	☐	☐	☐	15.9.4	Spacing of Multi SeeSaw structures	☐	☐	☐
14.8	Cable Rides Protective Surfacing Zone	☐	☐	☐	15.11	Only applies to log rolls	☐	☐	☐
15.4.2	Upper Access Restriction for Sliding Poles	☐	☐	☐	15.12.3.1	Track Ride: Unobstructed Riding Zone	☐	☐	☐
15.4.7	Slide Poles (Age Recommendation)	☐	☐	☐	15.13	Pulley or Cable Rides	☐	☐	☐
15.4.8	Sliding Poles (Fall Height)	☐	☐	☐	15.14	Climbing Net Structure	☐	☐	☐
15.5.2	Starting Area	☐	☐	☐	15.15	Roofs or shade elements	☐	☐	☐
15.5.3	Slide Sitting Section Slope Requirements	☐	☐	☐	15.17	Drainage	☐	☐	☐
15.5.4	Sliding Section Entrance	☐	☐	☐	16.1	Manufacturers I D	☐	☐	☐
15.5.5.1	Height to Length Ratio	☐	☐	☐	16.2	Age Group label	☐	☐	☐
15.5.5.3	Sliding Section (No zero "g" spots on Slide)	☐	☐	☐	16.7.1	Space Requirements	☐	☐	☐

Comments:

Model stated above is in complete compliance with ASTM 1487, CSA Z614, and all program requirements established by IPEMA.

Yes No
☐ ☐

The model was tested by the individual below on this date. The report summary provides an accurate representation of the test results.

Performed By: _____

Date: _____

Reviewed By: _____

Date: _____

IPEMA CSA Based Certification Testing Requirements

Participant Name: _____

Product Line: _____

Model Number: _____

Initial Test: ☐

Product Description _____

Initial Test Date: _____

Manufacture Date: _____

Expiration Date: _____

Basic Model: ☐

Modification Model: ☐

Retest: ☐

Retest Date: _____

Clause	Description	Pass	Fail	N/A	Clause	Description	Pass	Fail	N/A
1	Scope	☐	☐	☐	9.6.2	Accidental Concentrated Loads	☐	☐	☐
4	User Age Groups	☐	☐	☐	9.6.3	Surge Distributed Loads	☐	☐	☐
6	Compliance	☐	☐	☐	9.7	Net Climbers	☐	☐	☐
7	Materials	☐	☐	☐	10	Surfacing	☐	☐	☐
8	Installation	☐	☐	☐	11	Inspection and Maintenance	☐	☐	☐
9	Structural Integrity	☐	☐	☐	12	Performance Requirements	☐	☐	☐
9.2	Stability	☐	☐	☐	12.2	Head and Neck Entrapment	☐	☐	☐
9.3	Loading Test Criteria	☐	☐	☐	12.2.2	Accessible Openings (Completely Bounded)	☐	☐	☐
9.4	Strength of Swing Components and Structures	☐	☐	☐	12.2.3	Non Rigid Completely Bounded Openings	☐	☐	☐
9.4.2	Single Occupancy Swings	☐	☐	☐	12.2.4	Partially Bounded Openings	☐	☐	☐
9.4.3	Multiple Occupancy Swings	☐	☐	☐	12.2.5	Angular Portions of Openings	☐	☐	☐
9.4.4	Swing Supporting Structures	☐	☐	☐	12.3	Sharp Points/Edges, Protrusions, Surfaces	☐	☐	☐
9.5	Components and Structures Subject to Vertical Loads	☐	☐	☐	12.3.2	Sharp Points and Edges	☐	☐	☐
9.5.2	Individual Longitudinal Components	☐	☐	☐	12.3.3	Protrusions and Projections	☐	☐	☐
9.5.3	Multiple Longitudinal Components	☐	☐	☐	12.3.4	Surfaces	☐	☐	☐
9.5.4	Individual Surfaces	☐	☐	☐	12.4	Entanglement	☐	☐	☐
9.5.5	Slide Bedways	☐	☐	☐	12.4.1	Protection Against Entanglement	☐	☐	☐
9.5.6	Components w/ Designated Occupancy	☐	☐	☐	12.4.2	Projections from a Horizontal Plane	☐	☐	☐
9.6	Components Subject to Lateral Loads	☐	☐	☐	12.4.3	Exposed Bolt End Projections	☐	☐	☐

Clause	Description	Pass	Fail	N/A	Clause	Description	Pass	Fail	N/A
12.4.4	Projections that increase in size	☐	☐	☐	15.5.3	Sitting Section	☐	☐	☐
12.4.5	Connecting Devices	☐	☐	☐	15.5.4	Sliding Section Entrance	☐	☐	☐
12.4.6	Slides and Protrusions Adjacent to Slides	☐	☐	☐	15.5.5	Sliding Section	☐	☐	☐
12.4.7	Sliding Poles	☐	☐	☐	15.5.6	Exit Section	☐	☐	☐
12.5	Crush or Shear Points	☐	☐	☐	15.5.7	Slide Clearance Zones	☐	☐	☐
12.6	Suspended Hazards	☐	☐	☐	15.5.8	Roller Slides	☐	☐	☐
13	Requirements for Access/Egress	☐	☐	☐	15.5.9	Embankment Slides	☐	☐	☐
13.1	Rung Ladders, Step Ladders, Stairways and Ramps	☐	☐	☐	15.6	Swings	☐	☐	☐
13.1.1	Spacing	☐	☐	☐	15.6.1	Placement	☐	☐	☐
13.1.2	Design	☐	☐	☐	15.6.2	Support Structure	☐	☐	☐
13.1.3	Slope	☐	☐	☐	15.6.3	Hangers	☐	☐	☐
13.1.4	Handrails	☐	☐	☐	15.6.4	Suspended element impact attenuation testing	☐	☐	☐
13.2	Other Means of Access	☐	☐	☐	15.6.5	Clearances	☐	☐	☐
13.2.1	Spiral Stairways	☐	☐	☐	15.6.6	Fall Height	☐	☐	☐
13.2.2	Climbers	☐	☐	☐	15.6.7	Suspended element impact attenuation testing	☐	☐	☐
13.3	Transition from Access to Platform	☐	☐	☐	15.7	Swing Exercise Rings and Trapeze Bars	☐	☐	☐
13.4	Platforms, Landings, Walkways, Ramps, Stairways, and Similar Transitional Designated Surfaces	☐	☐	☐	15.8	Vertical Rotating Equipment	☐	☐	☐
13.4.1	General	☐	☐	☐	15.9	See-saws	☐	☐	☐
13.4.2	Drainage	☐	☐	☐	15.10	Spring Rocking Equipment	☐	☐	☐
13.4.3	Guardrails	☐	☐	☐	15.11	Log Rolls	☐	☐	☐
13.4.4	Protective Barriers	☐	☐	☐	15.12	Track Rides	☐	☐	☐
13.4.5	Adjacent Platforms	☐	☐	☐	15.12.1	General	☐	☐	☐
14	Play space Layout	☐	☐	☐	15.12.2	Landings	☐	☐	☐
15	Equipment	☐	☐	☐	15.12.3	Riding Zone	☐	☐	☐
15.1	Balance Beams	☐	☐	☐	15.12.4	Hand Gripping Components	☐	☐	☐
15.2	Climbers	☐	☐	☐	15.12.5	Fall Height	☐	☐	☐
15.3	Upper Body Equipment	☐	☐	☐	15.13	Pulley or Cable Rides	☐	☐	☐
15.4	Sliding Poles	☐	☐	☐	15.14	Climbing Net Structure	☐	☐	☐
15.5	Slides	☐	☐	☐	15.15	Roofs	☐	☐	☐
15.5.1	General	☐	☐	☐	15.16	Elevated Platforms	☐	☐	☐
15.5.2	Starting Area	☐	☐	☐	15.17	Drainage	☐	☐	☐
					16	Identification and Information	☐	☐	☐

Load Calculations Per Clause 9

Load Type (i.e. swing, Individual longitudinal, multiple longitudinal, etc.)	
Formula for determining number of users	
Calculated Load	
Description of load application	
Actual Tested Load	
Deflection Location	
Dimension Before Load	
Dimension After Load	
Permanent Deflection	

Load Comments:
Comments:

	Yes	No
Model stated above is in complete compliance with CSA Z614, and all program requirements established by IPEMA.	☐	☐

The model was tested by the individual below on this date. The report summary provides an accurate representation of the test results.

Performed By: _____

Date: _____

Reviewed By: _____

Date: _____

Testing Requirements for CSA Based Certification (ASTM Incremental)

Participant Name: _____

Product Line: _____

Model Number: _____

Initial Test: ☐

Product Description _____

Initial Test Date: _____

Manufacture Date: _____

Expiration Date: _____

Basic Model: ☐

Modification Model: ☐

Retest: ☐

Retest Date: _____

Section	Description	Pass	Fail	N/A	Section	Description	Pass	Fail	N/A
1.6.1	Risk Assessment	☐	☐	☐	7.5.4	Non-overlap for wheelchair turning/parking spaces	☐	☐	☐
1.7.1	General Tolerances (Note: when dimensional numbers are close, ASTM is generally more restrictive. Must be	☐	☐	☐	7.5.5.1	Guardrail requirement for wheelchair platforms	☐	☐	☐
3.1.40	Natural Stability not Permissible	☐	☐	☐	7.5.5.2 (4)	Professional judgment for design of wheelchair structures	☐	☐	☐
4.1.2	CPSIA Compliance	☐	☐	☐	7.5.5.5	Wheelchair ramp handrail criteria	☐	☐	☐
4.1.3	Potential treatment after fabrication	☐	☐	☐	7.5.5.6	Wheelchair ramp curb criteria	☐	☐	☐
5.4	Small Parts (CFR Part 1501)	☐	☐	☐	7.5.6.1	Barrier Height for Steps	☐	☐	☐
6.2.1	Sharp Points and Edges	☐	☐	☐	7.5.6.2	Wheelchair ramp handrail criteria	☐	☐	☐
6.4.4	Projections that Increase in Size	☐	☐	☐	7.5.6.3 (4)	Professional judgment for design of wheelchair structures	☐	☐	☐
6.6.2.3	Suspended Hazards (7" max length)	☐	☐	☐	7.5.7.4	Adjacent Platforms	☐	☐	☐
7.2.4	Accessible ramp lengths	☐	☐	☐	8.2.5	3-dimensional climbing net structures	☐	☐	☐
7.2.5	Wheelchair landing criteria	☐	☐	☐	8.3.3	Upper body equipment for wheelchairs	☐	☐	☐
7.2.6.1	Continuous handrails for ramps	☐	☐	☐	8.3.5	Requirements for hanging rings	☐	☐	☐
7.5.3	Reduced width for wheelchair path	☐	☐	☐	8.5.2	Slide Transition Platform ($\pm 2^\circ$)	☐	☐	☐

Section	Description	Pass	Fail	N/A	Section	Description	Pass	Fail	N/A
8.5.3	Slide Chute Entrance	☐	☐	☐	9.3	Use Zone Dimensions	☐	☐	☐
8.5.4.1	Height/Length Ratio	☐	☐	☐	9.4.1.1	To-Fro Swings; "X" measured to Protective Surfacing	☐	☐	☐
8.5.5.1	11" Requirement for Slide Run Out	☐	☐	☐	9.4.2.1	Use Zone, Rotating Swing "Y" < 72in	☐	☐	☐
8.5.5.2	Slide Exit Region (slope of 0° to -10°)	☐	☐	☐	9.4.2.3	Use Zones for Rotating Swings Support Structures	☐	☐	☐
8.5.6.1	Slide clear area extends through exit zone	☐	☐	☐	9.4.3	Use Zone for Combination Swings	☐	☐	☐
8.5.8	Review embankment slides to meet this criteria	☐	☐	☐	9.5.1.2	Spring Riders over 30" (see use zone overlap per 9.2.3)	☐	☐	☐
8.6.7.4	Pivot point height designation	☐	☐	☐	9.6.3	Slide exit clearance zone requirements	☐	☐	☐
8.8	Vertical rotating equipment	☐	☐	☐	9.6.4	Review embankment slides to meet this criteria	☐	☐	☐
8.13.3	Track Ride Platform width and max height	☐	☐	☐	9.8.4	Overhead Obstructions	☐	☐	☐
8.14	Roof criteria	☐	☐	☐	12.5.1	460 lb. Concentrated load required	☐	☐	☐
8.15	Stepping Forms criteria	☐	☐	☐	14	Signs and Labels or Both	☐	☐	☐
9.2.2.1	Functionally linked	☐	☐	☐					

Comments:

Model stated above is in complete compliance with CSA Z614, ASTM 1487, and all program requirements established by IPEMA.

Yes No
☐ ☐

The model was tested by the individual below on this date. The report summary provides an accurate representation of the test results.

Performed By: _____

Date: _____

Reviewed By: _____

Date: _____

IPEMA Challenge Procedure Form

The IPEMA challenge procedure is intended to be used when a member of the playground industry or a member of the general public, not affiliated with the playground industry, wishes to challenge either the performance and/or design of a certified product or a Participant's compliance to the certification program. Details outlining the challenge process can be found in the procedural guide.

Challenger Info

Name:	
Company:	
Address:	
City:	
State:	
Zip:	
Phone:	
Email:	

Product Information (if known)

Manufacturer:	
Equipment/Structure ID:	
Intended User Age:	
Component name:	
Component number:	

Site/product location where alleged noncompliance was found:

Site Name:	
Address:	
City:	
State:	
Zip:	
Date of Findings:	
Describe the issue:	
If known, please specify the section(s) of the applicable ASTM/CSA standard(s) in which noncompliance is alleged:	

IPEMA Certification Challenge Form

The Challenge should include documentation, such as photos, inspection reports, and drawings. The Challenge Review Committee may request additional information.

Duly signed and authorized by:

Challenger's legal name (printed)

By:

Signature

Name:

Title:

Date:

Form IPEMA 10e

Page 2 of 2

SECTION 13 – IPEMA TEST EQUIPMENT LIST FOR F1487 & CAN/CSA Z614

Device	Reference	Nominal Dimension (in)		Original IPEMA Tolerances	Tolerance (in)				Calibration Interval
					Upper		Lower		
					ASTM	CSA	ASTM	CSA	
Torso Probe	ASTM F1487 (Fig A1.2) CSA (Fig 3)	6.2	≤6.2in	6.25	6.231	6.15	6.169	1 year	
		3.5	<3.5in	3.55	3.5175	3.45	3.4825		
Head Probe	ASTM F1487 (Fig A1.3) CSA (Fig 4)	9.0	≥9.0in	9.05	9.045	8.95	8.955	1 year	
Accessibility Probe	ASTM F1487 (Fig A1.20) CSA (Fig 19)	Various	Industry Standard	+0.005in	+0.05%	-0.005in	-0.05%	See Note 1	
Partially Bounded Probe	ASTM F1487 (Fig A1.4) CSA (Fig 5)	Various	±0.05in	+0.05in	+0.05%	-0.05in	-0.05%	1 year	
Sharp Edge Tester	per CFR 1500.49	N/A	N/A	N/A	N/A	N/A	N/A	Before each use	
Sharp Point Tester	per CFR 1500.48	N/A	N/A	N/A	N/A	N/A	N/A	Before each use	
Angle Measuring Device	N/A	0-180°	±1°	+1°	+0.05%	-1°	-0.05%	1 year	
Radius Measuring Tool	N/A	0.25	Industry Standard	0.255	0.25125	0.245	0.24875	See Note 1	
Swing Impact Test Mass	ASTM F1487 (section 8.6.7.2) CSA (Clause 15.7.7.2)	6.3in (160mm)	6.3±0.188in diameter	6.488in	165mm	6.112in	155mm	2 year	
		10.1lbs (4.6kg)	10.1±0.1lbs	10.2lbs	4.65kg	10.0lbs	4.55kg		
		N/A	surface roughness <0.001in (25 µm)	<0.001in (25 µm)					
Accelerometer	ASTM F355 (Annex A1.8)	Various	20 to 2000 Hz	N/A	N/A	N/A	N/A	1 year	
Projection Test Gages	ASTM F1487 (Fig A1.10) CSA (Fig 7)	0.5 Projection Gage	0.50	≥.50	0.505	0.5025	0.495	0.4975	1 year
			0.25	≤.25	0.255	0.25125	0.245	0.24875	
		1.5 Projection Gage	1.50	≥1.5	1.505	1.5075	1.495	1.4925	1 year
			0.75	≤.75	0.755	0.75375	0.745	0.74625	
		3.00 Projection Gage	3.00	≥3.00	3.005	3.015	2.995	2.985	1 year
			1.50	≤1.5	1.505	1.5075	1.495	1.4925	
Swing Protrusion Gauge	ASTM F1487 (Fig A1.11) CSA (Fig 12)	1.25		≥1.25	1.255	1.25625	1.245	1.24375	1 year
		0.12		≤.12	0.125	0.1206	0.115	0.1194	
0.04 Feeler Gauge	ASTM F1487 (Sec 12.2) CSA (Clause 9.3)	0.04		Industry Standard	0.045	0.0402	0.035	0.0398	See Note 1
Force Gages		0-50lbs		±1 Division	+1 Division	+0.05%	-1 Division	-0.05%	1 year
5/8" Diameter Rod	ASTM F1487 (Section 6.4)	0.625		±.005in	0.63	0.628125	0.62	0.621875	1 year
3/16" Diameter Neoprene Rod	Type A, Durometer 50-60	0.1875		±.020in	0.2075	0.1884375	0.1675	0.1865625	1 year
Load Distibution Block	ASTM F1487 (Fig A1.51) CSA (Fig 1)	6.0		≤6in x 6in	≤6.05	≤6.03	N/A	N/A	
Load Distribution Strap	ASTM F1487 (Fig A1.51) CSA (Fig 1)	2.0		≤2.25in	2.05	2.01	1.95	1.99	
Weight Scale	To accommodate Participant's weight range	Various		±1 Division	+1 Division	+0.05%	-1 Division	-0.05%	*1 year
Weights		Various		-0	-0	+0.05%	-0	-0.05%	See Note 2
Tape Measure		Various		±1/32in	+1/32	+0.05%	-1/32	-0.05%	1 year
Calipers, 0-9in		0-9		±.001	+0.001	+0.05%	-0.001	-0.05%	*1 year
Toggle Test Device	CSA (Fig 14)	400mm	Pole 400mm (15.75in), Cord Length 400mm	N/A	402mm	N/A	398mm	1 year	
		3mm		N/A	3.015mm	N/A	2.985mm		
Toggle	CSA (Fig 15)	25mm		±0.5mm	N/A	25.125mm	N/A	24.875mm	See Note 1

The more stringent tolerances are listed in red. Participants testing to ASTM shall confirm equipment calibration as per ASTM tolerances; Participants testing to CSA shall confirm equipment calibration as per CSA tolerances; Participants testing to both ASTM and CSA shall confirm equipment calibration to the more stringent tolerance.

*NIST TRACEABLE CERTIFICATES

NOTE 1: Check when placed in service and check periodically.

NOTE 2: Permanent weights shall be checked annually. Weights that use loose or easily damaged materials (sand, loose metal, salt blocks, etc.) shall be checked before each use.

NOTE 3: Calibration conditions: 73°F ± 9°F

Footnote: At a minimum, the following documentation will be required during inspections: unique equipment ID, equipment description, critical measurements for this listing, reference to equipment standard, calibration technician, calibration date, calibration due date, equipment drawing (if software is not utilized).

ADDENDUM A (2020)
of the IPEMA Procedural Guide, “Appendix A” for Public Playground Equipment Interpretations Based on
ASTM F1487 and CAN/CSA Z614

Approved:

General Information:

This Addendum of the IPEMA Procedural Guide, Appendix A, for Public Playground Equipment is the beginning of the process identified in Section 9 of the Procedural Guide. This Addendum supersedes all previous Addenda and contains the official program interpretations for the IPEMA Equipment Certification program, based upon the Standards.

PROGRAM PROCEDURES

Q001: If a product is not clearly defined in the standard, what sections should be tested and are the products able to be validated?

A: Test component to all sections that do apply and it can be validated.

PROGRAM PROCEDURES

Q007: During Structural integrity testing should the amount of permanent deflection be recorded?

A: Yes.

PROGRAM PROCEDURES

Q248 When conducting structural integrity testing on large three-dimensional climbing structures that is considered potentially debilitating or life-threatening to employees, how do I meet the IPEMA requirements for certification of my product?

A. The Participant must submit a document, signed by the Executive Representative of the company, stating that it is their professional judgement that performing the structural integrity test would be hazardous to their employees; submit the appropriate structural integrity calculations; and submit the license from the licensed professional engineer conducting the calculations to the Validator. Only a licensed professional engineer can certify to this Standard. It is NOT acceptable to utilize the services of a licensed architect in this instance. Structural integrity calculations must have been completed within twelve (12) months preceding submission of the RV.

PROGRAM PROCEDURES

Q009: Do manufacturers need to have internal interpretations of ASTM F 1487 and or CSA Z614 standards to maintain internal consistency of testing?

A: Yes

PROGRAM PROCEDURES

Q010: Do test reports need to have a signature sign-off? Are there any requirements or general program knowledge for one to sign as a reviewer on test report or RV's?

A: No. The manufacturer must assume responsibility for the sign-off and reviewer knowledge. The company is responsible for the actions of its employees. A typewritten name will be required in lieu of signature.

PROGRAM PROCEDURES

Q011: Should a component test report have all sections of ASTM F1487/CSA Z614 addressed (Pass, Fail, Not applicable) or a predetermined matrix of testing areas?

A: A matrix covering all sections is required. Pass, Fail, or N/A is then used to answer each part of the matrix. Validator will have final approval of test matrix.

PROGRAM PROCEDURES

Q014: If a manufacturer outsources components should they be inspected or treated differently than in-house produced products?

A: No

PROGRAM PROCEDURES

Q015: Do manufacturers need to purchase test equipment if the equipment is not required to test their products?

A: No

PROGRAM PROCEDURES

Q047: What should be done if a component's testing method is in question and a participant is seeking approval?

A: See Section 9 of the IPEMA Public Playground Equipment Procedural Guide.

PROGRAM PROCEDURES

Q067: How do we handle request for product "specials"?

A: The committee discussed and agreed that a product variation that has not gone through the testing, certification and validation process cannot be considered IPEMA Certified and shall not be represented as such even if the variation could be a modification model. This means that a product "special" will normally take longer to ship and cost more because of the certification program requirements. Participants should educate their sales representatives about the certification program steps when the customer requires a validated "special" product.

PROGRAM PROCEDURES

Q068: If a sign or product documentation states the users age group falls outside of the appropriate standard, can the corresponding equipment be IPEMA certified public play equipment?

A: The current wording does not allow IPEMA certification. The user group falls outside the appropriate standard user group. If wording was added to signage and documentation to qualify the certified age group, the product could be certified.

PROGRAM PROCEDURES

Q069: How are owner/operator responsibilities handled under the IPEMA public playground equipment certification program?

A: The Standards identify the owner/operators responsibility as well as the manufacturer's responsibilities to inform the owner operator of any recommendations.

PROGRAM PROCEDURES

Q071: How are revisions of interpretations of standards requirements handled?

A: When an interpretation is revised/superseded, there will also be an implementation date assigned. The new interpretation will not be used until that date. This means that products certified according to the old interpretation are still considered validated, but the participant must recertify the product to the new interpretation within the time frame specified by the certification committee to maintain the validation.

PROGRAM PROCEDURES

Q073: Does a participant have to use the exact load distribution devices required throughout the Standard?

A: Exact duplication of the suggested apparatus or load distribution devices are not required if equivalent results are obtained.

PROGRAM PROCEDURES

Q074: How should a participant address testing products, "Not Recommended", in the Standard?

A: Products "Not recommended" for use in specified conditions will not be certified under this program.

PROGRAM PROCEDURES

Q076: There is a misunderstanding about what testing of "production" parts means. In this case, what does production mean?

A: Parts produced to the approved production documentation that has no differences, which would affect compliance issues.

PROGRAM PROCEDURES

Q132: Should the validator need to evaluate each composite structure which has a designated product number if a participant claims IPEMA Certification?

A: Yes

PROGRAM PROCEDURES

Q138: Should the temperature at which a participant performs their testing be within a certain temperature range?

A: No, with the exception of suspended element impact testing.

PROGRAM PROCEDURES

Q146: What requirements are there for a participant who uses the IPEMA certified public play equipment logo on products, via hot stamping, burning, etc?

A: See License Application and Agreement (Section 7) & Procedural Guide (Section 3.3)

PROGRAM PROCEDURES

Q149: How does a participant document in each test folder or component test report that the product meets the Addendum revisions or clarifications?

A: Compliance to the Addendum will be addressed by the participant completing the RESPONSE TO ADDENDUM form from the current IPEMA Procedural Guide. This form can be in each product test folder or in a "general reference test folder".

PROGRAM PROCEDURES

Q164: 1.) Are individual companies required to document all certified product changes?

2.) Are these subject to IPEMA validator inspection?

3.) Do product changes require information concerning whether or not IPEMA validated products are affected, and to include an explanation if they are affected?

A: 1.) Yes, this is part of the initial and subsequent inspection procedure and facility approval process

2.) Yes, this is part of the initial and subsequent inspection procedure and facility approval process.

3.) Yes, participants product design documentation, (ECO, ECN, etc.), are subject to review by the validator.

PROGRAM PROCEDURES

Q171: Does the participant need to produce use zone, protective surfacing zone and no encroachment zone drawings or can they rely on their representatives?

A: The participant must produce their own use zones, protective surfacing zones, and no encroachment zones, and no the participant cannot rely on their sales representatives to produce them.

PROGRAM PROCEDURES

Q178: Can replacement parts be certified?

A: No; When a component part of certified equipment requires replacement, utilizing the same part that was tested when the equipment was certified fulfills the certification requirements. Suppliers of individual parts such as swing seats may not certify their parts because of the lack of final product control.

PROGRAM PROCEDURES

Q180: Can the validator process RV's when a participant has an outstanding CAR?

A: This is a validator discretion.

PROGRAM PROCEDURES

Q190: How can a participant that has currently certified products to the ASTM F1487 standard also obtain certification to the Canadian requirements (CSA Z614)?

A: An existing participant can achieve certification to the CSA Z614 standard by testing the products currently certified to ASTM 1487 standard using the ASTM Based certification/CSA Incremental test form. (See Procedural Guide page A24) and other program procedures. Prior testing to CSA Incremental requirements will be valid if performed and documented while the facility is approved. Before "Requests for Validation" forms (RV's) are submitted, the participants facility must be approved to the programs CSA requirements. If the participant's facility fails to meet the CSA program requirements, the failing criteria must be addressed by Corrective Action Requests (CARs). All previous tests for the requirements are valid except those addressed by the Corrective Actions, re-tests must be performed in those areas.

PROGRAM PROCEDURES

Q191: When participant's products are certified to multiple standards, how should use zones (ASTM), protective surfacing zones, and no-encroachment zones (CSA) for different markets be addressed?

A: The appropriate use zones, protective surfacing zones and no-encroachment zones must be shown in the installation instructions for the market where the unit is being installed. However, custom plans provided with the unit can supersede the installation instructions. For Catalogs or other promotional material, that communicates the size of the area required, the following statement must be used.
"The space requirements shown in this publication are shown to ASTM/CSA Standards. (Choose One) Requirements for other standards may be different."

PROGRAM PROCEDURES

Q192: Can participants implement product changes to meet proposed revisions to the Standards prior to publication?

A: Yes, if the product changes do not violate the current standard. Participant may not claim IPEMA certification to new standard until program implementation.

PROGRAM PROCEDURES

Q202: How can a participant that has currently certified products to the CSA Z614 standard also obtain certification to the ASTM F1487 requirements?

A: An existing participant can achieve certification to the ASTM F1487 standard by testing the products currently certified to CSA Z614 standard using the CSA Based/ASTM Incremental test form, (See Procedural Guide page A30) and other program procedures. Prior testing to ASTM Incremental requirements will be valid if performed and documented while the facility is approved. Before "Requests for Validation" forms (RV's) are submitted, the participants facility must be approved to the programs ASTM requirements. If the participant's facility fails to meet the ASTM program requirements, the failing criteria must be addressed by Corrective Action Requests (CARs). All previous tests for the requirements are valid except those addressed by the Corrective Actions; retest must be performed in those areas.

PROGRAM PROCEDURE

Q234: Do the ASTM and CSA standards treat figures as part of the standard requirements?

A: Yes. CSA and ASTM consider information on figures as clarification and supplement to text.

PROGRAM PROCEDURES

Q236: How are sections of the standards addressed that are not related to the physical testing of a component? (Layout, quotes, etc)

A: Sections are addressed during required Inspections.

PROGRAM PROCEDURES

Q242: How can a participant that is currently certified and compliant with IPEMA requirements, maintain IPEMA certification to CSA Z614 and Addendum A (06-2020)

A: All new questions in this Addendum and the chart following this document must be addressed and responded to. Note: CSA Z614 was revised March 2020.

Q: How does a participant address their Internal Interpretations and Product information regarding ASTM F1487 and/or CSA Z614?

A: The Participant must review ASTM F1487, CSA Z614, Addendum A (06-2020) and IPEMA requirements resulting from this updated Addendum.

PROGRAM PROCEDURES

Q243: When certifying individual components (i.e. swing seats, accessory items, etc.) as part of a larger play structure, can a participant use another manufacturer's test results/certification when submitting an electronic request for validation?

A: No. Participants must provide test results exclusive to their play structure.

PROGRAM PROCEDURES

Q244: When certifying a play structure (combination of individual components), can a participant use another manufacturer's test results when submitting an electronic request for validation?

A: Yes. Provided there are no changes made to the play structure or the individual components. See Private Labelling section of the Procedural Guide.

PROGRAM PROCEDURES

Q254: When complying with IPEMA's license agreement, specifically Section 3.1(j) of the Participants' Responsibilities, can the same individual hold certification through a nationally recognized playground safety inspector course if that individual is considered part of both the Participant's test personnel and layout personnel?

A: Yes.

ASTM F1487- ONLY

GENERAL INFORMATION

Q249: Does the IPEMA Equipment Certification program certify to compliance with the Consumer Product Safety Commission (CPSC) Public Playground Safety Handbook?

A: No. IPEMA's Equipment Certification program validates to compliance with the applicable requirements of ASTM F1487, as provided in this Procedural Guide, not the CPSC Handbook. If there are conflicts between F1487 and the CPSC Handbook, it is the responsibility of the designer, manufacturer, owner, and operator to determine how to resolve that conflict. A product in compliance with ASTM F1487 may not be in compliance with the Handbook. However, Section 10 of the Procedural Guide provides procedures for dealing with CPSC recalls and modifications of IPEMA certified products.

SECTION: 4.1.2

Q246: How are the material content requirements of the Consumer Product Safety Improvement Act 2008 (CPSIA) found in section 4.1.2 verified?

A: During inspection, the Participant provides to the validator test report(s) demonstrating compliance.

SECTION 6.2.1

Q019: The current equipment list requires the sharp edge and sharp point testers. Do Manufacturer's need to buy the equipment?

A: Yes. Program requires this test equipment.

SECTION 6.3.1

Q199: If a bolt end that is recessed, as indicated in ASTM F1487 section 6.4.3, is inaccessible as an entanglement hazard, can this method also be used to determine accessibility of a recessed protrusion?

A: No, Intended for entanglement only.

SECTION 6.6.2.3

Q174: Can a swing seat using a strap or similar flexible device to maintain and support a child into a swing seat which is permanently attached at one side and able to be connected and disconnected at the other end, meet the current ASTM / IPEMA Requirements.

A: Yes. If the product meets the 7" max cord length requirement when disconnected, and entrapment conditions when connected.

SECTION 7.5.5

Q214: This section states "guardrails shall be provided on platforms, landings, walkways, ramps and similar transitional play surfaces." Would stairs and stepladders at a height of greater than 20"/30" fall under this category?

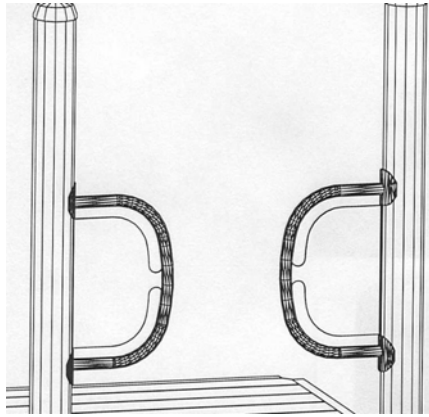
A: No. Stairways and stepladders are not considered transitional play surfaces and have their own handrail requirements within the Standard.

SECTION 7.5.5.2 and 7.5.6.3

Q223: Is the 15" maximum clear opening required to be maintained throughout the entire required height of the barrier/guardrail?

A: Yes, however, the opening within a barrier /guardrail may contain a blend radius at the top and/or bottom, and may also contain additional openings that are necessary for each event as stated in the standards.

Rational: The allowance of the blend radii and/or additional openings maintains the intent of the standards for protection against inadvertent falls. The blend radii and openings are consistent with the existing allowable openings between the lower edge of the barrier/guardrail and the platform surfaces as required by the standards.



SECTION 7.5.5.5

Q224: Can barriers be used on ramps less than 30" for 2-5 or 48" for 5-12 year olds?

A: Yes, provided they meet the requirements of section 7.5.6.2.

SECTION 8.5.5.5

Q162: How does one determine that edges are rounded or curved in the slide exit region? Should the $\frac{1}{4}$ " radius gage be utilized here?

A: Standard only states that the edges must be rounded or curved without specific dimensional requirements. For reference, CSA uses a dimension of 10mm. (3/8") Use professional judgment.

SECTION 8.7

Q231: Would a flexible rubber membrane as shown here attached at one edge be considered as a door or a gate and therefore be not recommended as described in section 8.7 in ASTM F1487?



A: The rubber membrane would not be considered a swinging door, therefore IPEMA will allow certification. The item indicated does not represent the issues that 8.7 was added to prevent.

CLAUSE 12.2.4

Q119: Are there any exemptions to a partially bounded opening?

A: Yes, see CSA Z614 Clause 12.2.5.2

CLAUSE 12.4.6

Q213: If a slide meets the toggle test requirements when placed adjacent to one component, but fails when placed adjacent to another component, can this slide still be certified? (Similar to a wide slide attached to small tri deck that does not provide adequate transition area, can still be certified for use on a square deck that provides adequate transition area.)

A: Yes, Participants must test all components that may be placed next to a slide, for entanglement using the toggle test fixture. A listing of components that failed must be maintained, and the components on this list may not be placed on a structure next to a slide. This list, if any, will be reviewed during annual visits with layout personnel.

CLAUSE 13.1.4.1

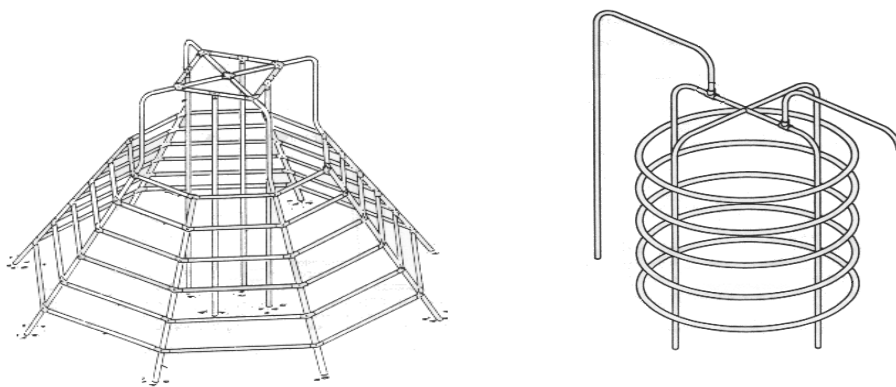
Q228: Clause 13.1.4.1 states: "For stairways and ramps, with the exception for spiral stairways noted in Clause 13.2.1.3, at least two continuous handrails shall be provided on each side, except where protective barriers are used. The handrails attached to the side of the stairs or ramps shall be immediately contiguous with the stepping or walking surface. The lower handrail shall be at approximately 350 to 550 mm (13.78 to 21.65 in) above the step tread, and the upper rails shall be at approximately 725 to 950 mm (28.54 to 37.40 in) above the step tread." If Guardrails are used, must they meet the same requirements?

A: Yes

CLAUSE 15.4

Q183: Do "stand alone" traditional pieces of equipment, shown below, need to meet CSA Clause 15.4 sliding pole requirements? Specifically, Clauses 15.4.2, 15.4.3.

A: For freestanding components apply CSA Clauses 15.4.1, 15.4.4 and 15.4.5. CSA Clauses 15.4.2, 15.4.3 and, 15.4.6 do not apply.



ASTM F1487/CAN/CSA Z614

ASTM F1487

CAN/CSA/Z614

SECTION 1.0

CLAUSE 1

Q035: What is the limit for product validation for the IPEMA program? Examples: Basketball hoops, drop shots, fitness equipment?

A: ASTM F1487 Section 1 and CSA Z614 Clause 1, covers scope of products.

SECTION 1.6.1

CLAUSE 15.1

Q247: Do Section 1.6.1 and Clause 15.1 apply to products I already have certified by IPEMA?

A: Not at this time. Section 1.6.1 and Clause 15.1 only apply to new equipment types to the market submitted for validation to the ASTM F1487-17 and/or CSA Z614:20 standard and subsequent standards. However, the Validator may require a previously certified product to be retested pursuant to Section 1.6.1 and/or Clause 15.1.

Q250: If I have a new equipment product that cannot be defined within the designated types listed in Section 8 of ASTM 1487 and/or Clause 15 of CSA Z614, and I want to submit that product for validation to the ASTM F1487-17 and/or CSA Z614:20 standard under Section 1.6.1 and/or Clause 15.1, do I have to comply with any other sections of the Standard?

A: You must comply with all applicable sections of the Standard and test the product to those sections.

SECTION 3.1.10

CLAUSE 12.7

Q253: How do you test for a DPS in ASTM?

A: Refer to CSA Clause 12.7 and Figure 55.

SECTION 4.0

CLAUSE 7

Q012: How should a participant address ASTM F1487 section 4.0 (Materials/Manufacture) and CSA Z614 clause 7. (Materials /Manufacture)

A: They should have a reference folder or something similar to cover all products.

SECTION 5.3

CLAUSE 3

Q131: Can the moveable product shown below qualify as play equipment for IPEMA certification?

A: No, if this product is intended to be portable. (See ASTM F1487 section 5.3 and CSA Z614 clause 3.)



SECTION 6.0

CLAUSE 12

Q037: Are bolts and nuts on the underside of a deck subject to protrusion and entanglement tests?

A: Yes, see ASTM F1487 section 6.3.1 and 6.4.3, CSA Z614 clauses 12.2.3.3 and 12.3.3.

SECTION 6.1**CLAUSE 12.2**

Q173: If a component has a design, such as the steering wheel/barrier configuration, that would fail the partially bounded opening in one orientation but can rotate in such a manner that this area in question is oriented below horizontal, does this meet the standard?

A: No it does not. There is no guarantee that rotation of the steering wheel will allow the neck to clear the opening.

SECTION 6.1.1.1**CLAUSE 12.2.2.2**

Q166: How does this section apply to an opening that does not completely pass through? For example, a box like, orifice deeper than 4". The "opening" has dimensions/shape that accepts the torso probe to a depth greater than 4"/100mm and does not accept the head probe.

A: If it's not a through hole, it's not an opening. The area in question is not an opening. (Read B5 in the CPSC guidelines)

SECTION 6.1.2**CLAUSE 12.2.3**

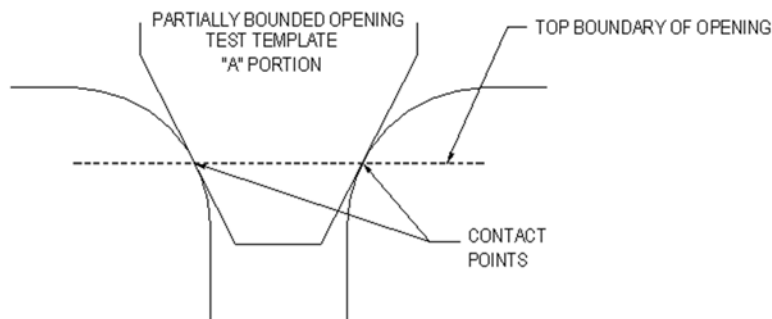
Q150: How does one test a non-rigid completely bounded opening that's boundaries are created by chains supporting a swing?

A: Test to ASTM F1487, section 6.1.2, and CSA Z614 clause 12.1.3 for non-rigid completely bounded opening using a 50lb force on the probe while the seat is loaded with a maximum user weight of 120 pounds/222N.

SECTION 6.1.4.4**CLAUSE 12.2.4.3**

Q058: Regarding ASTM Section 6.1.4.4 and CSA Clause 12.2.4.3: where is the top boundary of the opening?

A: The top boundary of the opening is determined by the points of contact between the opening and the "A" portion of the test template. See figure below.

**SECTION 6.3.3****CLAUSE 12.3.3.4.1**

Q175: When testing surfaces of suspended members of swing assemblies per section 6.3.3, and Clause 12.3.3.4.1, shall they be evaluated occupied, unoccupied or in worst case situations?

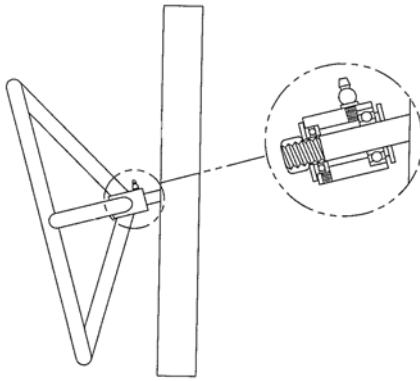
A: Unoccupied. Section 6.3.3 and Clause 12.3.3.4.1 do not require this test to be performed when seat is occupied.

SECTION 6.3, 6.4**CLAUSE 12.3.3, 12.4**

Q188: Does the grease fitting on the steering shown below need evaluation of protrusions and entanglement issues if the wheel can freely rotate?

A: For Protrusions. The grease fitting must be evaluated in all orientations with all three protrusion gages.

A: For Entanglement. This design allows the grease fitting to be oriented in the above horizontal position, however because the component freely rotates "self clearing" the grease fitting can be easily positioned below the horizontal plane and would pass.



SECTION 6.4.3

CLAUSE 12.3.1

Q003: If manufacturers state in their installation instructions to reduce the extension of a bolt to less than two threads beyond the nut face, is this acceptable?

A: Yes

SECTION 6.4.5

CLAUSE 12.4

Q165: How is the alignment of a “S” hook tested when not on a swing assembly? For example, in the horizontal position.

A: S-hooks in their static condition having an overlapped condition may not have the overlapped portion project above the horizontal plane in any orientation.

SECTION 6.5

CLAUSE 12.5

Q059: Regarding ASTM F1487 section 6.5 and CSA Z614 clause 12.5 what is meant by “entrap” a 0.62”/16mm diameter rod? What if the moving component pushes the rod out of the opening?

A: First, check location for accessibility per ASTM F 1487 section 6.5.1, and CSA Z614 clause 12.5.2. Second, determine if accessible area in question impedes the removal of rod in any orientation (see definition of entrapment, ASTM F1487 section 3.1.13 and CSA Z614 clause 3.1).

NOTE: Openings that remain at less than 0.62” meet the current requirements.

SECTION 6.5

CLAUSE 12.5

Q226: What is considered “normal swinging angle” when testing for Crush and Shear points on swinging elements?

A: 90° or maximum obtainable angle, whichever is less. This assumes the joint is not already exempt per 6.5.1.3 of ASTM F1487 and Clause 12.5 of CSA Z614.

SECTION 6.6

CLAUSE 12.6

Q109: In ASTM F1487 section 6.6, and CSA Z614 clause 12.6.3, what component requirement exemptions does this section allow? If you have multiple components suspended below 84” (2100mm), can it be below 45° and have a cross section of less than 1” (25mm)?

A: 45° from ground to component, 1” (25mm) does apply.

SECTION 6.6.2.2

CLAUSE 12.6.3.4

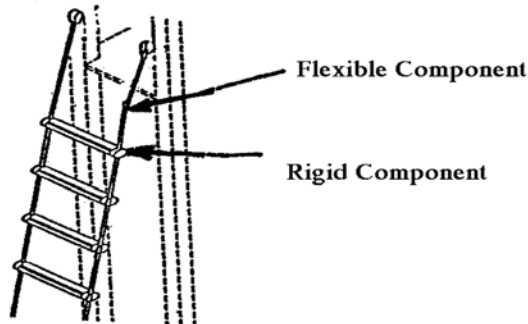
Q081: In ASTM F1487 section 6.6.2.2, and CSA Z614 clause 12.6.3.4, would a nylon rope covering a steel cable fall under rope or cable?

A: Nylon covered steel cables are considered cables.

SECTION 7.0**CLAUSE 13**

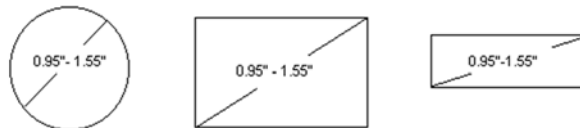
Q082: In ASTM F1487 section 7.2, and CSA Z614 clause 13.1, requirements for rung ladders and stepladders are given. What areas of ASTM F1487 section 7.0, and CSA Z614 clause 13 would apply to this product located below?

A: F1487 section 7.2, and CSA Z614 clause 13.1 do not apply to this product. This is a flexible component, See ASTM sections 7.3.2 and 8.2.1 and CSA clauses 13.2.2 and 15.3.2.

**SECTION 7.2.6.4****CLAUSE 13.1.4.4**

Q194: In ASTM F1487 section 7.2.6.4 and CSA Z614 clause 13.1.4.4, the requirement for hand rail diameter is .095/1.55 inches/24/40mm in diameter or maximum cross section. What is the minimum cross section?

A: The clarification is that the maximum cross sectional dimension is between .095 and 1.55 inches/24/40mm. The minimum cross sectional dimension can be anything. (See drawings)

**SECTION 7.2.6.4****CLAUSE 13.1.4.4**

Q205: Are hand supports used as a balancing aid required to meet handrail diameter requirements of 0.95\" to 1.55\"?

A: No.

SECTION 7.3.2.5**CLAUSE 13.2**

Q193: Do hand supports for climbers need to meet the hand rail requirements for stairs?

A: No.

SECTION 7.4.3**CLAUSE 13.3.3**

Q120: ASTM F1487 section 7.4.3 and CSA Z614 clause 13.3.3 of the standards state that rung ladders, flexible components and arch climbers shall not have the final access be above the designated play surface it serves. This is to eliminate a tripping hazard located at the point of access to platforms. Does this apply to climbers such as corkscrew or spiral and other climbers that have loops for foothold and handholds above the designated play surface it serves?

A: No, It doesn't apply.

ASTM Section 7.5**CLAUSE 13.4**

Q195: Does a Sand & Water table which is installed at 30\" and has a flat surface greater than 2\" by 2\", require guardrails for use by 2-5 year olds?

A: No, it's not a platform

SECTION 7.5**CLAUSE 13.4**

Q219: Can a play activity or panel that contains a designated play surface be placed on a platform that does not require guardrails/barriers?

A: Yes.

Q: Does this play activity or panel have to meet requirements for guardrails/barriers?

A: No.

SECTION 7.5**CLAUSE 13.4**

Q136: Is a suspension/clatter bridge walking surface a transitional play surface subject to guardrail and/or barrier requirements?

A: Yes.

SECTION 7.5.5.2 & 7.5.6.3**CLAUSE 13.4.3.3 & 13.4.4.**

Q197: ASTM F1487 sections 7.5.5.2 & 7.5.6.3 and CSA Z614 clauses 13.4.3.3 and 13.4.4.3 state that if an opening for access to an event is greater than 15" /375mm, it requires a horizontal top rail. If the structure is intended for ages 2-12, what is the minimum height of the horizontal top rail? 29"/725mm or greater for 2-5 or 38"/950mm or greater for 5-12.

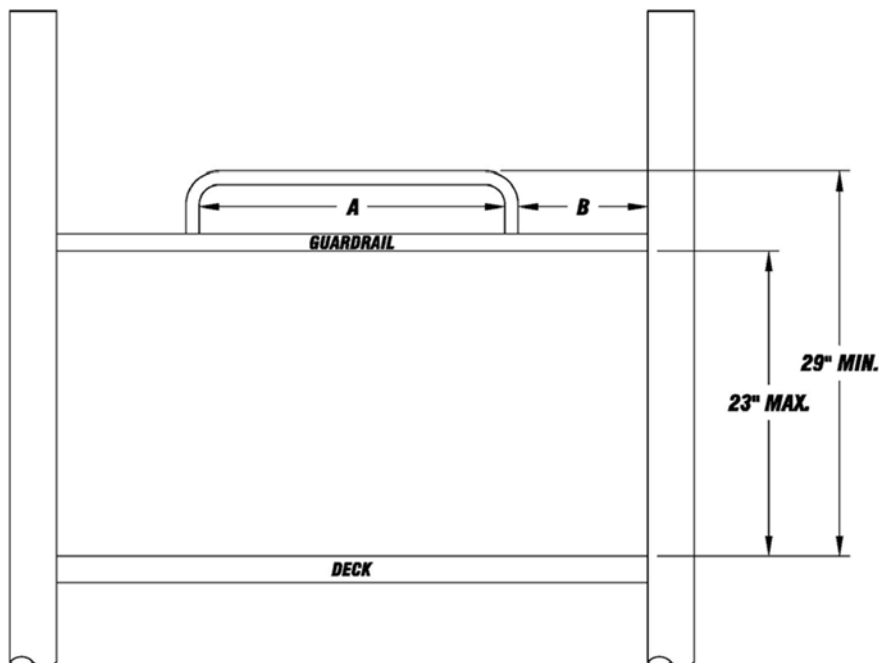
A: Minimum height is 38"/950mm

SECTION 7.5.5.2**CLAUSE 13.4.3.3**

Q103: In ASTM F1487 section 7.5.5.2 and 7.5.6.3, and CSA Z614 clause 13.4.3.3 and 13.4.4.3, what is meant by completely surrounding the elevated surface? The picture below has a use of 2 to 5 years of age. Does the guardrail configuration meet the requirements of ASTM F1487 section 7, and CSA Z614 clause 13.4.3? Are there requirements for the dimensions "A" and "B"?

A: Dimension "A" shall be evaluated per ASTM section 6, and CSA clause 12 (completely bounded openings).

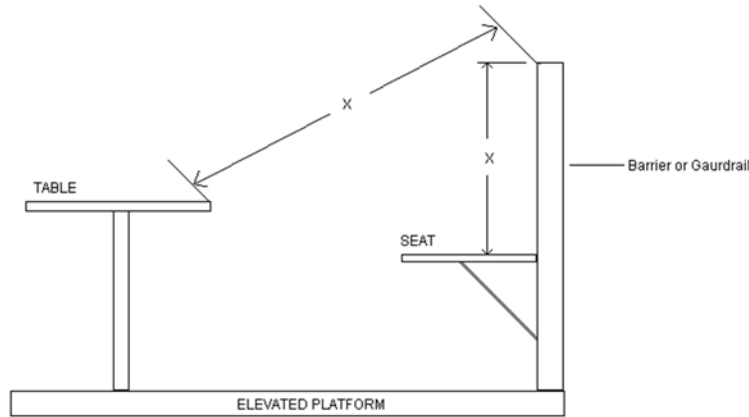
A: Dimension "B" - Horizontal members of guardrails or barriers can be considered as completely surrounding an opening if the area where the guardrail terminates precludes passage of the torso probe between the guardrail and the support post, and this gap also meets the partially bounded opening requirements.



SECTION 7.5.5 & 7.5.6**CLAUSE 13.4.4**

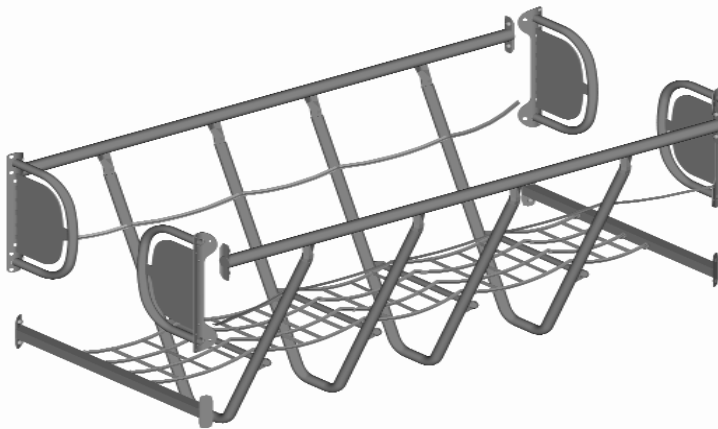
Q137: How should the height of the barrier or guardrail adjacent to a table or seat be evaluated?

A: The minimum height requirements apply to the barrier or guardrails from which the seat is attached. The barrier or guardrail height requirements must be evaluated from a tabletop to the upper surface of all adjacent barriers or guardrails. The height requirement is measured from the seat or tabletop. See drawing below. X = the minimum height requirement. 29"/725mm for 2 to 5 years of age and 38"/950mm for 5 to 12 years of age. (See figure below)

**Section 7.5.5/7.5.6****CLAUSE 13.4.4.1**

Q229: Would the component shown below be considered a climber, or a transitional platform, or bridge and would Guardrails/Barriers be required if set at an elevation of 59" or 71"?

A: Component would be considered a climber. It would not allow a user to move freely (per definition of a platform in section 3.1.22) without maintaining constant contact, or three point contact, while traversing it. In addition, the side rails need not meet the requirements for guardrails in section 7.5.5.3.

**SECTION 7.5.6****CLAUSE 13.4.4.1**

Q107: Please clarify the wording, "minimize the likelihood of climbing." What is considered to be a toe or foothold? What is acceptable?

A: Use professional judgment.

SECTION 8.0**CLAUSE 15**

Q211: Is the diameter of parallel bars required to meet handrail diameter specifications?

A: No, ASTM Section 8.0/CSA Clause 15 has no specific diameter requirements for parallel bars.

SECTION 8.2**CLAUSE 15.15.2.6.1 / 15.15.2.6.2**

Q237: How would the item below be categorized? A climber? A bridge?



A: For CSA, Planer Net- and therefore must meet Clause 15.15.

For ASTM – Climber and therefore does not require specific Guardrails/Barriers heights. Must meet 8.2.

This Net climber is a flexible climber component that connects between two platforms. Children must use balance and coordination to cross the activity. To cross it, it has handrails at a height appropriate for the intended age group (2-5).

It is not a ramp or walkway and, therefore, barriers or guardrails should not be required.

SECTION 8.3.1**CLAUSE 15.4.1**

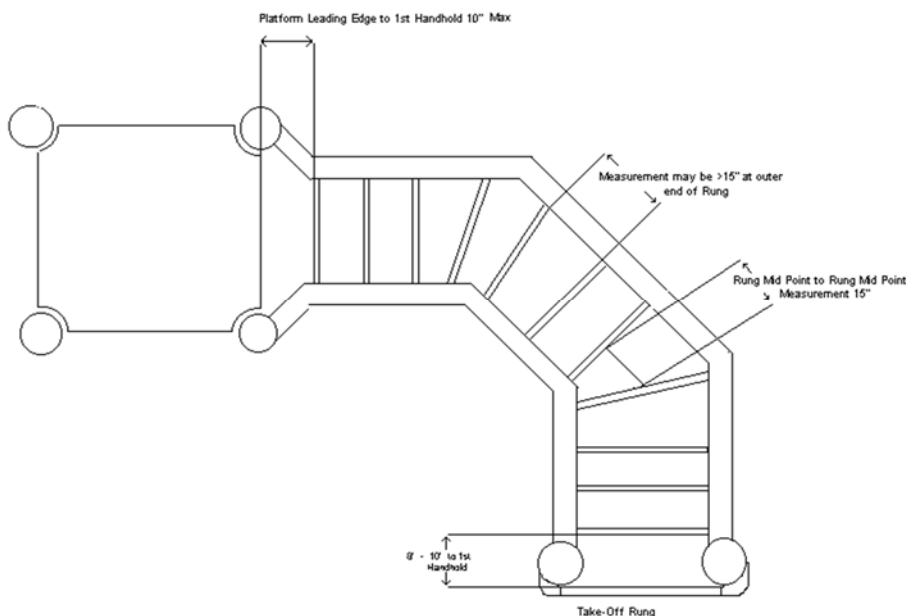
Q204: Spacing of hand rings on an overhead ring trek. ASTM F1487 section 8.3.1 and CSA Z614 Clause 15.4.1 indicates a maximum spacing of 15 inches/375mm between fixed handholds of an overhead event. However, they do not specify handholds of a ring trek. CPSC Handbook Section 12.1.5 indicates that it is acceptable to be greater than 15"/375mm due to the swinging effect. Is it acceptable for ring treks to be greater than 15"/375mm? What is the maximum distance?

A: ASTM/CSA do not specify max distance.

SECTION 8.3.1**CLAUSE 15.4.1**

Q158: On the curved ladder, where rungs are not parallel, is the 15 inch/375mm dimension evaluated from the middle of the rung to the middle of the next rung or is it the end of the rung to the end of the next rung at the largest end?

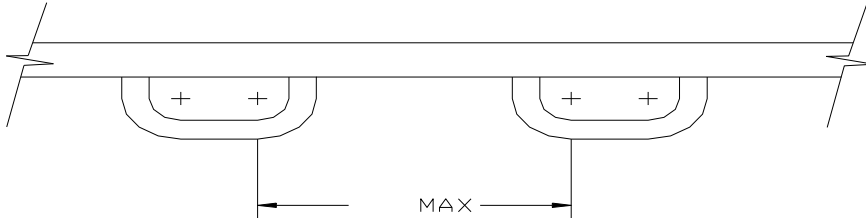
A: 15"/375mm maximum when measured from the center to center at the midpoint of the rung.



SECTION 8.3.1**CLAUSE 15.4.1**

Q217: On overhead events where rungs are in the orientation as shown below, at what point are rung spacing measurements taken?

A: Measurements shall be taken tangent to the centerline radius as shown in the illustration below.

**SECTION 8.3.2****CLAUSE 15.4.4**

Q159: Is the 10"/250mm maximum requirement measured from the end of the deck to the rung centerline or to the inside of the rung circumference?

A: The distances from the leading edge of the take-off/landing structure can reference any portion of the rung.

Q: How is the 8"/200mm minimum requirement measured?

A: This dimension can be taken from any portion of rung to rung.

SECTION 8.5.3.1**CLAUSE 15.6.4.1**

Q198: Do hand supports for slide chute entrances have to meet the dimensional requirements for handrails?

A: No

SECTION 8.5.4.1**CLAUSE 15.6.5.1**

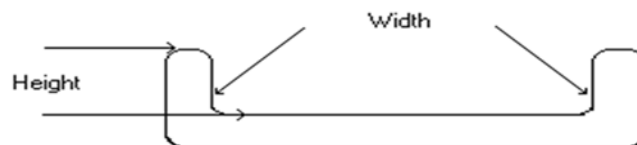
Q163: How is the length of a slide bed measured to determine the height/length ratio in ASTM F1487 Section 8.5.4.1 and CSA Z614 Clause 15.6.5.1?

A: (ASTM) Use Figure A1.22 (CSA) Use Figure 37

SECTION 8.5.4.3 & 8.5.4.4**CLAUSES 15.6.5.5 & 15.6.5.6**

Q218: When measuring slide chute widths and heights of side walls on flat bottom open chute slides that have a radius, at what points are measurements taken?

A: Measure height at the bottom of the radius, width at the top of the radius.

**SECTION 8.5.2****CLAUSE 15.6.2**

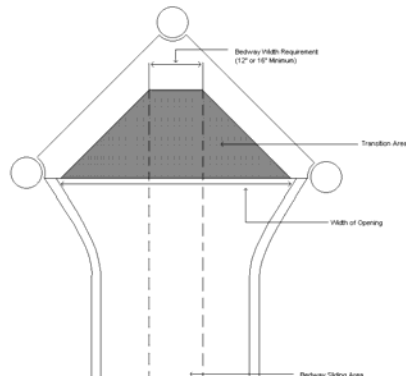
Q181: Can slide transition platforms overlap?

A: Yes.

SECTION 8.5.2 CLAUSE 15.6.2.4

Q086: When evaluating the minimum transition dimension of a slide that is attached to a triangular platform, what is the width of the continuously curved slide bedway and must that width extend the full depth requirements?

A: Using ASTM F1487 Fig A1.23 and CSA Z614 Fig 36, for continuously curved bedway slides, the bedway width is 16"/400mm for 5 to 12 year olds and 12"/300mm for 2 to 5 year olds. (18 Months to 5 years for CSA) Transition area must be in one plane. The width of the far end must be 12"/300mm or 16"/400mm as stated above. The width of the near end must be the width of the opening. See drawing below.



SECTION 8.5.2.2

CLAUSE 15.6.2.3

Q087: In ASTM F1487 section 8.5.2.2, and CSA Z614 Clause 15.5.2.3, the transition platform for slides, if you change elevations in the transition area (as at an entrance to a tube slide), how is the platform transition dimension requirements affected? How should a tube slide entrance be measured if the tube is connected to a panel 10"/254mm above the platform? Can the platform be included as the transition area?

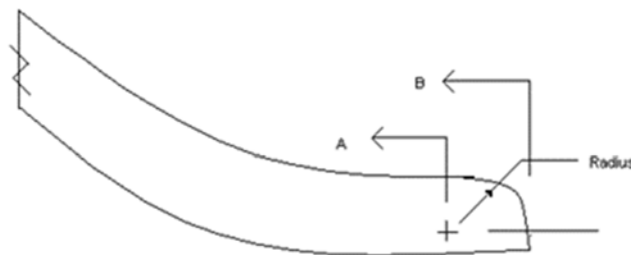
A: There is nothing in the standard that requires the platform transition area and bedway to be in the same elevation. The entire transition area shall be in one plane.

SECTION 8.5.5.2

CLAUSE 15.6.6.2

Q115: When measuring the 11"/275mm minimum slide exit length, which starting point is correct? A at the start of the radius or B at the end of the slide? See drawing below.

A: B



SECTION 8.5.5.4

CLAUSE 15.6.5.4

Q227: If verifying the radius of the slide curvature with a radius gauge, (30") should the length of the gauge be standardized? Different lengths can render different results.

A: The overall geometry should meet the curvature of the gage; however, slight variations may exist due to nature of the product. Other methods of verification are acceptable and the validator will be the final judge.

CLAUSE 15.6.7

Q097: Some 270° open bedway slides curve (or “spiral”) between deck posts. Would this fail the clear area requirement per ASTM F1487 section 8.5.6 and CSA Z614 Clause 15.5.7?

A: Yes, if the post falls within the 21" (525mm) clear area requirement for slides per ASTM F1487 section 8.5.6.2. and CSA Z614 Clause 15.5.7.2

CLAUSE 15.6.7

Q182: Can two slide clearance zones, 21" (525mm) clear area, overlap?

A: Yes

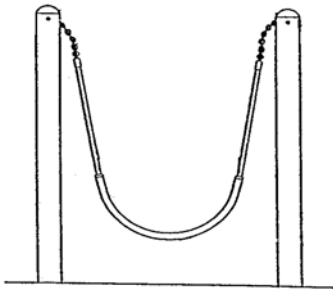
Q: Can a slide clearance zone overlap an adjacent component?

A: No. The slide clearance zone cannot have any equipment within this area, per ASTM F1487 figure A1.27 and CSA Z614 Fig. 42.

CLAUSE 15.7

Q088: If this product meets the definition of a swing per section 3/Clause 3, what areas of ASTM section 8.6 and CSA Z614 Clause 15.6 would apply?

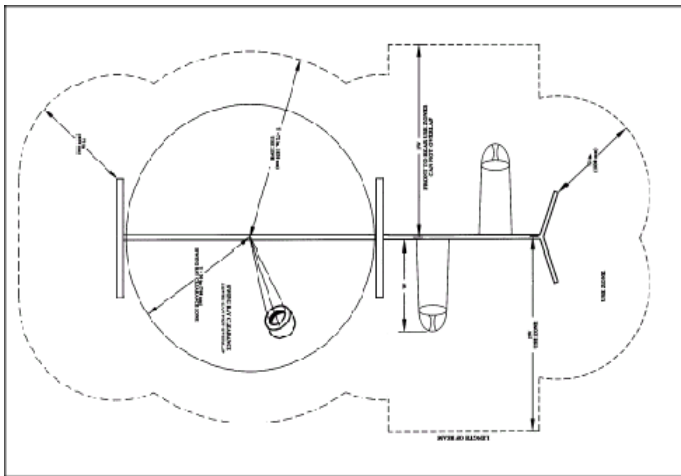
A: All parts of ASTM F1487 section 8.6 and CSA Z614 Clause 15.6 apply.



CLAUSE 15.7.4

Q176: Is it possible to place a multiple axis swing in one bay and in the same structure, different bay, have a single axis to-fro swings?

A: Yes. Provided the swing bay clearance zones do not overlap.



CLAUSE: 15.7.7

Q245: What is required when submitting a suspended element for testing?

A: Suspended Element, along with all relative hardware as specified by the manufacturer, to produce the most adverse condition (see section 8.6.7.3(1) & Clause 15.6.7.3 (a)) in which the product is intended to be used. Participant to define installation beam height.

SECTION 8.6.7**CLAUSE 15.7.7**

Q255: How do I test a suspended element that cannot attain the 60 degree angle referenced in the test procedure?

A: If the suspended element cannot achieve the 60 degree angle referenced, it shall be tested to the maximum achievable angle. The angle at which the element was tested shall be documented.

SECTIONS 8.8/8.11**CLAUSES 15.9/15.11**

Q232: How would the below item be clarified? Rotating Equipment/Springing Rocking Equipment? The item rotates and has a similar motion as Springing Rocking Equipment.



A: This product is not considered rotating equipment. It would fall under Spring Rocking Equipment and therefore, require footrests.

SECTION 8.9.2.1**CLAUSE 15.6.8.3**

Q105: In section 8.9.2.1, please define and explain the meaning of the word “admit”? Is this rod only to be used between the rollers and any space/hole along the rolling surface?

A: Admit means entry without force. The rod is to be used along the sliding/rolling surface either between the rollers or adjacent stationary segments.

SECTION 8.11.3**CLAUSE 15.11.3**

Q104: The length, width and thickness dimensional requirements are confusing, please explain the intent of ASTM F1487 section 8.11.3, and CSA Z614 Clause 15.10.3

A: The footrest width is the distance extending out from the equipment and is a minimum of 3.5”/90mm.

SECTION 8.14**CLAUSE 15.16**

Q215: Can products similar to those shown below be considered as roofs, and be certified by IPEMA?

A: Yes, but only if they are attached to a play structure and meet all requirements of ASTM F1487, or CSA Z614 (see pic #1).

If the unit is used only as a shade structure, and not integral with the playground structure, it does not fall under the scope of Playground Equipment and therefore may not be certified. (See pic #2).



1)



2)

SECTION 8.14**CLAUSE 15.16**

Q031: What portions of the standard apply to a roof?

A: See ASTM F1487 section 8.14, and CSA Z614 Clauses 15.16.

SECTION 11.1**CLAUSE 8.1**

Q168: How are the alignment and closing of “S” hooks covered in participants’ installation instructions? Does this procedure need detailed explanation in the installation instructions or is the statement, “make sure all S-hooks are closed to a dimension less than 0.040”/3mm sufficient?

A: They must identify all hazards (orientation, closing dimensions, etc.) or a generalized safety statement referencing ASTM F1487, section 6.4.5 or CSA Z614 Clause 12.4.5.

SECTION 12.0**CLAUSE 9.0**

Q050: How are the number of users determined for the following equipment? Which ASTM F1487 section 12, and CSA Z614 Clause 9.0 are required?

A: Surface retention borders - not in program.

Log Roll - the manufacturer designated the number of users.

Ball tilt table - use the area of the designated play surface.

Spring rider - use a static test with the designated number of users specified by the manufacturer.

Suspended balance beam - a suspended balance beam is tested the same as a regular one, as a longitudinal component. See ASTM F1487 section 12.4.1.1, and CSA Z614 Clause 9.4.2.

Crawl tunnel - Longitudinal component. Talk tube - No loading required.

Elevated sand box - No horizontal loading, use weight of the sand plus surface area for vertical loading.

Rings - each ring is a longitudinal component, subject to ASTM F1487 sections 12.4.1.1. and 12.4.1.2 and CSA Z614 Clauses 9.4.2 and 9.4.3.

Climbing Walls- Number of holds divided by 4.

Sliding Pole - Two users. Based on limited access at the top of a sliding pole and the fact that you cannot access this product from more than one level.

SECTION 12.0**CLAUSE 9.0**

Q117: What are the pertinent points to consider when evaluating a Sand and Water table?

A: When testing for structural integrity, the entire projected top surface area (Table rim plus sand or water bowl) must be used when calculating the load requirements. The product is to be tested with the maximum amount of sand or water, (whichever weight is greater) installed. However, since this upper surface is not a platform, guardrails will not be required. Note this product must be fixed to the ground for certification because moveable products are not covered in this program.

SECTION 12.0**CLAUSE 9.0**

Q141: Is a component, which is strictly used as a handhold and not intended to prevent inadvertent falls, subject to a horizontal load?

A: No.

SECTION 12.2.2**CLAUSE 9.2**

Q093: In regard to ASTM F1487 section 12.2.2, and CSA Z614 clause 9.2, must a connection or part that is covered and may bear the highest stress loading, be checked for cracks that wouldn’t be visible without disassembly of that connection or removal of a coating?

A: Use professional judgment.

SECTION 12.4**CLAUSE 9.5.4**

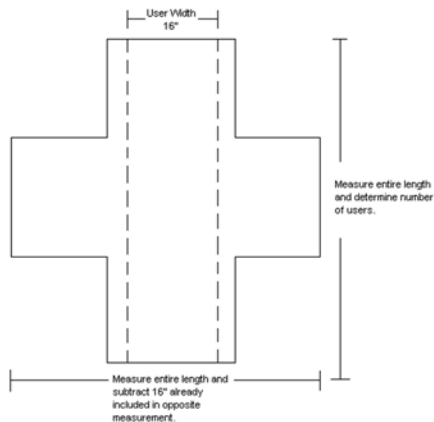
Q124: How is the number of users determined for stairs or steps? Should the area of the steps be evaluated as projected area or individually?

A: Neither, the total area of all steps determines the number of users.

SECTION 12.4**CLAUSE 9.5.2**

Q200: How do you determine the number of simultaneous users on a component that has overlapping surfaces? (Example : cross-shaped crawl tube)

A: Measure entire length of initial surface to determine its number of users, for overlapping surface, reduce entire length by 16" (400mm). See drawing.

**SECTION 12.5****CLAUSE 9.6**

Q041: In ASTM F1487 sections 12.5.1 and 12.5.2, and CSA Z614 clauses 9.6.2 and 9.6.3, what is considered the length of a handrail when there is more than 2 supports on the handrail. Is it the overall length of the handrail no matter how many supports there are or is it the length between supports?

A: A) For the distributed load test, ASTM F1487 section 12.5.2, and CSA Z614 clause 9.6.3 the length used is the entire length.

B) For the surge load test, ASTM F1487-section 12.5.1, and CSA Z614 clause 9.6.2, the load test is independent of the length.

SECTION 12.5**CLAUSE 9.6**

Q256: For structural integrity testing, if the accidental concentrated load is greater than the surge distributed load, does the surge distributed load test need to be performed?

A: Yes. Both tests must be conducted.

SECTION 12.5.1**CLAUSE 9.6.2**

Q153: Can a participant use either type of load distribution device for this load test?

A: Yes, either type of load distribution device is acceptable.

SECTION 9.1.1**CLAUSE 14.1.1**

Q129: In photo shown below, is resilient surface required under this table?

A: No, resilient surfacing is not required on adjacent surfaces within composite play structures.

**SECTION 14.3.2****CLAUSE 16.3.5**

Q072: How does a participant determine if a label attachment is sufficient?

A: Test for label permanence as found in ASTM F1487 section 14.3.2 and CSA Z614 clause 16.5 of the Standards are performed and determined as follows: An attempt shall be made to manually (by hand) remove the warning label without the aid of tools or solvents. The warning label shall be considered permanent if during the attempt to remove it, it cannot be removed the label tears, or the surface to which the label is attached is damaged.

Appendix B to IPEMA License Application and Agreement Requirements for Certification
Program Logo(s) and Approved Descriptive Verbiage Use

General Information:

The purpose of this appendix is to ensure proper and accurate usage of the IPEMA Certification Program Logo(s) by program participants. All uses of the IPEMA Certification Logo(s) and descriptive verbiage by Participant and its representatives, sales agents, and employees must be submitted to IPEMA headquarters for review and approval prior to use, except as otherwise indicated herein.

Please note, the IPEMA logos may periodically change, or be modified, and it is the Participant's responsibility to ensure the proper logo is being used to communicate certification through IPEMA. Caution should be exercised when using the logos to ensure the proper logo is being used at all times. Likewise, participants should use caution when deciding to use the logos on a platform that is more difficult to change when circumstances may require updates or removal of a logo.

Each IPEMA Certification logo always includes the following verbiage as part of the logo: "To verify product certification, visit www.ipema.org".

To enforce these requirements, copies of all uses of Certification Logo(s) and references to the IPEMA Certification Program in any media within the previous 12 months, together with copies of IPEMA's written authorization to use the Logo(s) and reference the IPEMA Certification Program, if required, **OR** a certification of nonuse signed by the Participant's President or Corporate Officer that the Participant has not used the Logo(s) or referenced the Certification Program in any media within the previous 12 months, must be given to the Validator during the annual facility inspection.

B.1 Certification Logos

Surfacing Participants: ASTM F1292 (Section 4.2)/ASTM F3351 and ASTM F2075, ASTM F3012



To verify product certification,
visit www.ipema.org



To verify product certification,
visit www.ipema.org



To verify product certification,
visit www.ipema.org

Equipment Participants: ASTM 1487 and CAN/CSA Z-614



To verify product certification,
visit www.ipema.org



To verify product certification,
visit www.ipema.org

Color: As indicated on the artwork above. Logo(s) may also be used in one color, black on white background.
Minimum Size: Minimum reduction would be that which still allows the website address "www.ipema.org" to be read clearly. The original aspect ratio of the seal must be retained.

B.2 Certification Logo(s) Used on Actual Product

The logo(s) may be used on product labels for validated products listed on the IPEMA website, www.ipema.org, such as participant's ID labels. When a label containing the Certification Logo(s) is used with multiple products, all products must be validated and listed on the IPEMA website. Likewise, when a label containing the Certification Logo(s) is used on a play structure, all components on the structure must be validated and listed on the IPEMA website. For use in this manner prior approval from IPEMA headquarters is **not** required.

B.3 Certification Logo(s) Used for Marketing & Promotional Efforts

The certification Logo(s) may be used on:

- General Publications and catalogs
- Trade publication advertising
- Media (sales flyers, newsletters, video, power point, presentations, etc.)
- Internet websites
- Custom plans and drawings

The certification logo(s) may be used in any marketing and promotional materials produced by participants. The logo(s) may be used repeatedly throughout the chosen platform when displayed along with IPEMA certified products, **or** may be used one single time within the chosen platform, provided the following parameters are followed:

1. The following verbiage must accompany the logo(s): *"The International Play Equipment Manufacturers Association (IPEMA) provides a third-party certification to ensure product conformance to specific ASTM and/or CSA standards. Each product promoted here, if certified by IPEMA, includes the name and model number for you to search the IPEMA website for verification. To verify product certification, visit www.ipema.org and conduct a search."*
2. Products within the platform must include the name used in the listing of certified products on the IPEMA website along with model numbers;
3. A live link must be provided to the IPEMA website when utilizing digital platforms.

Use of the certification logo(s) following the requirements above **do not** require IPEMA headquarters approval.

B.4 Descriptive Verbiage used without the Certification Logo

The descriptive verbiage shown below may be used at any time by program participants without an accompanying Certification Logo. However, this verbiage must not be linked to any products, whether validated or not. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. "IPEMA certified" or other similar verbiage may not be used without the logo. Non-participants may not use this verbiage in any of their materials.

Surfacing Participants:

"In the Interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification program whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates a surfacing manufacturer's certification of conformance to ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment Performance Criterion, Section 4.2; ASTM F1292, Standard Specification for Impact Attenuation Under and Around Playground Equipment Performance Criterion (in its entirety); ASTM F3351, Standard Test Method for Impact Testing In Laboratory at Specified Test Height; and for an engineered wood fiber manufacturer its certification of conformance, also to ASTM F2075, Standard Specification for Engineered Wood Fiber for Use as a Playground Safety Surface Under and Around Playground Equipment; and for a Loose Fill Rubber manufacturer its certification of conformance, also to ASTM F3012, Standard Specification for Loose Fill Rubber for Use as a Playground Safety Surface under and around Playground Equipment. A list of current validated products, their thickness and critical height may be viewed at www.ipema.org."

Equipment Participants:

'In the interest of playground safety, the International Play Equipment Manufacturers Association (IPEMA) provides a Third Party Certification Service whereby a designated independent laboratory, TÜV SÜD America Inc., (TÜV), validates an equipment manufacturer's certification of conformance to the ASTM F1487 Standard Consumer Safety Performance Specification for Playground Equipment for Public Use, except sections 7.1.1, 10, 13.1.1, 13.1.2, 13.2, and 13.3; to CAN/CSA Z614 Children's Playspaces and Equipment, except clauses 10 and 11; or both. A list of current validated products may be viewed at www.ipema.org.'

B.5 Descriptive Verbiage Used by Certification Participants without any Certified Product(s)

Participants shall not use the Certification Logo(s) until they have at least one product certified and listed on the IPEMA website. The descriptive verbiage shown below may be used by Participants in the IPEMA Certification Program who do not have any certified products. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. Non-participants may not use this verbiage in any of their materials.

"[Insert Participant's name]" is a participant in the IPEMA Certification Program and is in the process of product certification. You may learn more about the IPEMA Certification Programs at www.ipema.org."

B.6 Descriptive Verbiage Used by Certification Participants with at Least One Certified Product on Custom Plans and Drawings

The descriptive verbiage shown below may be used on custom plans and drawings by Certification Program participants who have at least one certified product listed on the IPEMA website. Critical details such as fall zone dimensions and product information (i.e. names, model numbers, etc.) must be included on the plan in sufficient detail to allow verification of the validation of the product. Use of the Certification Logo(s) is optional. When used in this manner, the prior approval of IPEMA headquarters is **not** required; however, any other descriptive verbiage does require approval from IPEMA headquarters. "IPEMA certified" or other similar verbiage may not be used without the logo. Non-participants may not use this verbiage in any of their materials.

Surfacing Participants

"The playground surfacing identified in this plan is IPEMA certified. The use and layout of this surfacing conform(s) to the requirements of one or more of these standards: F1292, F3351; and for engineered wood fiber, also, to ASTM F2075; and for Loose Fill Rubber, also, to ASTM F3012. To verify product certification, visit www.ipema.org."

Equipment Participants

"The play components identified in this plan are IPEMA certified. The use and layout of these components conform(s) to the requirements of ASTM F1487 or CAN/CSA Z614 or both. To verify product certification, visit www.ipema.org."

B.7 Additional Descriptive Verbiage Required when Use Zones Are Shown

When Participant's products are certified to multiple standards, ASTM overall use zones may be different than CSA protective surfacing and no encroachment zones. The use zones shown by a participant in various media must therefore be related to the particular standard used to establish the zones. For catalogs and other promotional materials that communicate the size of the area required, the following statement must be used in the preface or introductory statement of the publication showing the use zones.

"The space requirements shown in this publication are shown to [ASTM][CSA] (**choose one**) Standards. Requirements for other standards may be different.

B.8 Logo Usage on Participant-Issued Certificates of Compliance

IPEMA provides certificates of compliance for certified products from its website. This provides both credibility for the program as well as third party verification of certification. All certificates of IPEMA certified products default to this system. Participants may choose to opt out of having certificates of compliance issued through the IPEMA website. In these instances, the following protocols must be followed:

- Participant must be in good standing with IPEMA and Validator, i.e. not have any outstanding invoices due, be current with program documents (certificates of insurance, license agreement, etc.)
- Certificates must include the following information:
 - Proper IPEMA certification logo with verbiage stating “To verify product certification, visit www.ipema.org” directly under seal
 - IPEMA certification logo may not be altered and must appear exactly as noted above
 - Full name of ASTM standard to which product is compliant
 - Manufacturer name (as it is listed on the IPEMA website)
 - Listing of products exactly as they appear on the IPEMA website including:
 - Model number
 - Name/Description
 - Thickness/Height Ratio (for certified surfacing products)
 - Date certificate issued
- The template for the Participant-issued certificate must be submitted to Validator for review during annual inspection. This template will be shared with IPEMA.

Appendix C to IPEMA Equipment License Application and Agreement
FEE SCHEDULE – 2021-2022 (Effective Date: June 1, 2021 – May 31, 2022)

1. Annual IPEMA Administrative Fee (non-refundable and paid directly to IPEMA)

Annual Sales	IPEMA Members	Non-Members
< \$3 M	☐ \$500.00	☐ \$2,000.00
> \$3M & < \$10M	☐ \$1,000.00	☐ \$3,000.00
> \$10 M	☐ \$2,000.00	☐ \$5,000.00

This non-refundable fee is paid to IPEMA and defrays their expenses related to the Equipment Certification Program.
 Note: IPEMA Membership Fees are an additional fee required for membership.

2. Plant Inspections - See Section 6 of License Application and Agreement daily fee for Inspection/ Witness Testing at Participant's Plant.

This daily fee is based on an eight-hour day for each day during the initial and annual inspections that the Validator is in the Licensee's plant for the purpose of inspection. For domestic travel (US and Canada), one day will be added as an allowance for travel time. For each international location (outside of North America) two days will be added as an allowance for travel time. The total fee covers the personnel hourly fee and the inspection report.

Domestic (US and Canada)	International (Outside North America)
\$ 1,338.69 per day, two days minimum	\$ 973.27 per day, two days minimum (plus travel expenses)
(Travel expenses Included: Per Diem, Transportation Air/ground, Lodging, Meals, etc.)	

Cancellations/Postponements (plant inspections): In the event that the Participant cancels or postpones activities on less than 30 days' prior notice to TÜV, the Applicant shall pay TÜV a fee, with respect to the activities not done as originally scheduled, equal to one full day, plus all expenses associated with the change.

Rush/Expedited Plant Inspections: In the event a Participant requests a rush/expedited plant inspection, the daily fee structure remains the same as above; however, the Participant will be responsible for all related travel expenses. Defining whether the request is a "rush" or "expedited" will be determined by the Validator and shared with the Participant prior to making arrangements.

3. Virtual Inspections – \$1,100.00 per day, two days minimum

Virtual inspections are allowable only in the event Validator is unable to travel to inspection location/facility due to travel restrictions, business closure, limitation on group size, facility visitor prohibitions, and/or stay at home/shelter-in-place requirement(s). The total fee covers the personnel hourly fee and the inspection report. If Participant does not have access to electronic equipment needed to perform a virtual inspection through video conferencing, TUV will rent that equipment to Participant, who shall be responsible for rental and shipping fees.

Cancellations/Postponements (virtual inspections): In the event that the Participant cancels or postpones activities on less than 7 days' prior notice to TÜV, the Applicant shall pay TÜV a fee with respect to the time expended, equal to \$250 USD. Inspection must be rescheduled if delayed more than one hour from agreed-upon start time.

4. Hourly Fee for Documentation Review – billed semi-annually (in June and December)- \$ 102.14/hour
 Documentation review includes, but is not limited to, RV (Request for Validation) review/approval; and IPEMA Corrective Action Request (ICAR) issuance and follow-up.

5. Annual Validator Administrative Fee

The annual fees for an administrative assistant to enter, update and maintain the Validator Participant database, and for the Validator's staff to attend the appropriate ASTM, CSA and IPEMA meetings. These fees, based on the number of Standards certified to (ASTM and/or CSA) are to be paid to TUV on an annual, invoiced basis, and are as follows:

Annual Sales (As noted on License Agreement)	Number of Standards	Annual Fee
<\$3 M	1	\$ 1,189.95
	2	\$ 1,428.51
>\$3 M	1	\$ 4,166.45
	2	\$ 4,999.76

Appendix D to IPEMA License Application and Agreement Requirements for Certification Program

Hazard Analysis – General Expectations

The participant should ensure that those involved in product safety, design, engineering, and manufacturing, both internal or external, have the necessary education, training, technical knowledge and experience for carrying out their responsibilities in documenting hazard analysis/risk assessment, and effectively diagnosing and mitigating hazardous product characteristics.

The Risk Assessment for the purpose of complying with ASTM F1487 shall address intended use, foreseeable misuse, installation, and inspection and maintenance.

A general expectation of Hazard analysis report documentation shall include, but not be limited, to the following:

- Identifying the potential hazards associated with products:
 - Foreseeable use.
 - Foreseeable misuse must be considered. (This may be based on known instances, what if's...,and include consideration of lack of maintenance, modifications.)
 - Participants should identify the steps that may lead to harmful events, such as an injury, and be able to describe possible scenarios that may result.
- Determining probability or estimating exposure to the potential hazard:
 - Is it almost certain that harm will result?
 - Is it probable that harm will result?
 - Is it possible that harm will result?
 - Is there a remote chance that harm will result?
- Assessing and documenting the severity of injury to users' health and safety:
 - use of an injury scale like AIS (Abbreviated Injury Scale) to classify severity of injury.
 - Injury severity typically ranges from minor to critical.
- Managing these risks by eliminating or reducing them to a tolerable level.
 - Using the factors of probability and severity, the product should be analyzed and hazards reduced through, but not limited, to the following:
 - Elimination of the hazard or activity through redesign
 - Substitution with a less hazardous alternative
 - Incorporation of protective measures into the product (e.g. adding a protective cover)
 - Provide users with safe use information through instructions for use, assembly and maintenance, also warnings and labels
 - (If the risk cannot be reduced to a tolerable or acceptable level, the product should not be permitted to reach the marketplace.)
- Records should be kept outlining the actions taken to mitigate the risk on each potential hazard
- Test Data and Record Retention
The product should:
 - be tested in an environment that mirrors the eventual use of the product by consumers
 - be tested as a finished product (Testing is integral to assuring the safety of the final product.)
 - include complete testing of the finished product and validation of its performance
- The assessment must always conclude with reassessment to determine if goals are met.