

National Institute of Justice

Body Armor
Compliance Testing Program
Ballistics Test Laboratory
Application Package

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Note: All questions regarding the Compliance Testing Program and the Laboratory Application Package should be directed to the program manger at the National Law Enforcement and Corrections Technology Center–National (NLECTC–National), at 800–248–2742 or 301–519–5060.

1.0 Introduction

The purpose of the National Institute of Justice (NIJ) Body Armor Compliance Testing Program (CTP) is to ensure to the degree possible that body armor used for law enforcement and corrections applications is safe and reliable, and that duplicate production models that are periodically tested continue to meet CTP performance requirements.

NIJ is the sponsor of the CTP, which is administered by the program administrator, National Law Enforcement and Corrections Technology Center–National (NLECTC–National). The CTP is a program controlling all activities related to the implementation of the NIJ standards for personal body armor that ensure commercially available body armor meets minimum performance requirements. Participation in the NIJ program is voluntary and open on a nondiscriminatory basis to all body armor applicants.

2.0 Scope

This document includes all information necessary for a ballistics test laboratory to participate in the CTP for body armor. The *Body Armor Compliance Testing Program Ballistics Test Laboratory Application Package* includes CTP participant responsibilities, test laboratory requirements, type testing guidelines, and application and agreement forms. The *Body Armor Compliance Testing Program Manual* contains all aspects of the CTP including, but not limited to, program organization, description of the rights and duties of body armor applicants and test laboratories, compliance decisions, and procedures for handling complaints, appeals, and disputes. The *Body Armor CTP Manual* may be found at www.justnet.org.

2.1 Collection of Information

Required by the Office of Information and Regulatory Affairs, Office of Management and Budget Paperwork Reduction Act – 5 CFR 1320.9

The information necessary for a ballistics test laboratory to participate in the CTP for body armor is collected on application and agreement forms.

These forms will provide basic information about the test laboratory to include, but not be limited to, test laboratory facility location, contacts, and testing capabilities. In addition, the test laboratory applicant must agree to specific program requirements as a prerequisite for participation in the CTP.

It is anticipated that the test laboratory applicant will spend 5 hours to complete and submit the application and agreement forms for participation in the CTP as an NIJ-approved test laboratory.

In accordance with the test laboratory agreement and program procedures, NIJ and NLECTC–National will keep confidential all information obtained from the body armor applicant and will not disclose such information to any third party without the prior written approval of the body armor applicant.

3.0 Compliance Testing Program Responsibilities

As defined in *ISO/IEC Guide 65*, the CTP designates organizations that have areas of responsibility. Those organizations and their specific responsibilities are defined below:

3.1 National Institute of Justice

NIJ responsibilities include, but are not limited to, the following:

- Overall management for the program.
- Formulating policy matters relating to the operation of the CTP.
- Making all compliance decisions based on Compliance Test Reports, NLECTC–National evaluation reports, and the body armor applicant’s participation in the conformity assessment follow-up process.
- Supervising the finances of the CTP.
- Determining delegation of authority to committees or individuals, as required, to undertake defined CTP activities on its behalf.
- Rendering all decisions regarding granting, maintaining, extending, suspending, revoking, and withdrawing compliance status.
- Rendering all decisions on approval of test laboratories approved for the CTP.
- Rendering all decisions regarding the disposition of complaints and disputes.
- Convening the Special Review Committee, whenever necessary, in accordance with the procedures and requirements set forth in the *Body Armor CTP Manual*.
- Implementing the appeal decisions rendered by the Special Review Committee as appropriate.
- Providing due notice of any changes in CTP requirements, taking into account views expressed by interested parties.
- Maintaining confidentiality of all findings, test results, and information gathered during the course of compliance testing.
- Issuing Notice of Compliance to the body armor applicant.

3.2 National Law Enforcement and Corrections and Technology Center– National

NLECTC–National responsibilities include, but are not limited to, the following:

- Being the direct contact for all communications regarding the CTP (e.g., application and standards interpretation, program information).
- Administering the CTP per the requirements defined in the *Body Armor CTP Manual* and managing day-to-day operations.
- Providing appropriate administration of the program, with confidential and impartial treatment of participants.
- Implementing policies that govern the operation of the CTP, with direction and concurrence of NIJ.
- Maintaining the list of NIJ-approved test laboratories.
- Maintaining the list of approved inspection bodies.
- Selecting NIJ-approved test laboratories and approved inspection bodies for conformity assessment followup.
- Processing requests for approval of extensions for compliance status of modified body armor.
- Maintaining confidentiality of findings, test results, and all information gathered during the course of compliance testing.
- Documenting the technical basis for granting compliance status through the evaluation of body armor models tested and evaluated in accordance with NIJ standards and CTP requirements.
- Ensuring all fees are paid for conformity assessment follow-up.
- Documenting requirements and directives on interpretation of NIJ standards.
- Providing due notice of any changes in CTP requirements, taking into account views expressed by interested parties.
- Disseminating all publicly available CTP information through www.justnet.org and other means, as appropriate.
- Maintaining the NIJ Compliant Products List.

- Maintaining the tested armor samples in a secure archive.

3.3 Body Armor Applicant

The body armor applicant responsibilities include, but are not limited to, the following:

- Abiding by all terms and conditions and complying with all requirements of the body armor applicant agreement section of the *Body Armor CTP Manual*.
- Complying with the requirements and procedures set forth in the *Body Armor CTP Manual* as amended.
- Designating a contact person that NLECTC–National, or its inspector, can contact as necessary.
- Notifying NLECTC–National of changes in ownership or legal name and/or changes in body armor applicant or manufacturing locations.
- Notifying NLECTC–National in advance of additional listed companies.
- Ensuring that information acquired through the contracted agreement with NLECTC–National shall not be used in a misleading manner.
- Notifying NLECTC–National of any changes in material and design of models listed on the NIJ Compliant Products List.
- Maintaining a list of model numbers and serial numbers of compliant models sold.
- Maintaining a record of all complaints known to the body armor applicant relating to a product’s compliance with requirements, including appropriate action taken to correct complaints.
- Packaging and shipping body armor test samples selected during conformity assessment follow-up to the designated NIJ-approved test laboratories.
- Packaging the build sheets for armor models selected during conformity assessment follow-up and providing the package to the inspector.

3.4 NIJ-Approved Test Laboratory

NIJ-approved test laboratory responsibilities include, but are not limited to, the following:

- Conducting all tests in accordance with the current *Ballistic Resistance of Body Armor, NIJ Standard–0101.06* (2008) and providing the CTRs to the body armor applicant and NLECTC–National.
- Conducting all retesting as part of the conformity assessment follow-up process and providing the CTR to the body armor applicant and NLECTC–National.
- Forwarding the required tested armor model samples to NLECTC–National.
- Maintaining confidentiality of test results, findings, and all information gathered during the course of testing. All CTRs shall be transmitted by encrypted e-mail, along with the key, or by CD.
- If necessary, appearing before the Special Review Committee in accordance with the procedures and requirements set forth in the appeals section of the *Body Armor CTP Manual*.

3.5 Inspection Body

Inspection body responsibilities include, but are not limited to, the following:

- Conducting all onsite selection of production body armor models, their respective build sheets, and other corresponding information, as directed by NLECTC–National.
- Witnessing the manufacturer’s packaging of the armor samples for shipment to the test laboratory and packaging of the respective build sheets for shipment to NLECTC–National.
- Forwarding the body armor applicant build sheet package to NLECTC–National.
- Affixing the NLECTC–National preprinted shipping label to each package and transporting them to the appropriate company for shipment to the test laboratory specified by NLECTC–National.
- Maintaining confidentiality of information gathered and observed during the course of the onsite model selection.

- If necessary, appearing before the Special Review Committee in accordance with the procedures and requirements set forth in the appeals section of the *Body Armor CTP Manual*.

4.0 NIJ-Approved Test Laboratory Requirements

4.1 Qualifications

Commercial testing laboratories seeking to participate in the NIJ CTP must meet the following qualifications specified by NIJ:

4.1.1 Laboratory Accreditation: The test laboratory must be accredited by the National Institute of Standards and Technology (NIST) National Voluntary Laboratory Accreditation Program (NVLAP). Laboratories must meet the requirements of *ISO/IEC 17025*, *NIST Handbook 150*, and *NIST Handbook 150-24*. These documents can be viewed or downloaded from the NVLAP website at <http://www.nist.gov/nvlap>.

4.1.2 Laboratory Independence: The laboratory shall be an independent, third-party laboratory and conduct all CTP body armor testing within the United States.

4.1.3 Conflicts of Interest: The laboratory shall demonstrate to NIJ's satisfaction its freedom from potential conflicts of interest and maintain an independent decisional relationship(s) between the laboratory and its clients, affiliates, contractors, and other organizations. When contracting with a secondary laboratory to perform any nonballistic portion of the NIJ standard's testing protocol, the NIJ-approved test laboratory must ensure that the secondary laboratory also meets this requirement.

4.1.4 Capability to Perform Testing: The laboratory shall have the capability to perform all ballistic test methods contained within the current NIJ standard.

4.1.5 NIJ Standards: The laboratory shall have a copy of the appropriate current NIJ standard and any revisions or addendums. The laboratory shall implement the standard and any changes or revisions within the time period specified by NIJ.

4.1.6 Interpretation of NIJ Standards: The laboratory shall direct any questions concerning the application and interpretation of the standard to NLECTC–National for guidance and clarification.

4.1.7 CTP Test Results: The laboratory shall use and submit the appropriate and current Excel® spreadsheets provided by the CTP for reporting all official test results. There are two Excel spreadsheets:

- Compliance Test Report (CTR) for type testing.
- Periodic Test Report (PTR) for conformity assessment follow-up testing.

The laboratory shall not make any modifications to the format or calculations of the templates of either Excel spreadsheet.

The laboratory shall release test reports and all information related to official compliance testing to the CTP upon completion of compliance testing and at the request of the CTP.

4.1.8 Proprietary Data: The laboratory shall have policies and procedures in place to safeguard confidentiality of the information obtained in the course of the compliance testing. All CTRs shall be transmitted by encrypted e-mail, along with the key, or by CD.

4.1.9 Notification of Retest Failure: The laboratory shall notify the CTP immediately in the event of a retest failure of any armor that is listed on the NIJ Compliant Products List. This notification shall be in the form of a telephone call and either an e-mail or other written correspondence.

4.1.10 Appeals, Complaints, and Disputes: The laboratory shall abide by the process for appeals, complaints, and disputes as outlined in the *Body Armor CTP Manual*. The laboratory shall maintain records of all actions taken in response to testing complaints for a minimum of 5 years.

4.1.11 Indemnification: The laboratory shall hold officers, directors, and staff of the following organizations harmless and indemnify them from fees arising from any and all claims with respect to compliance testing of body armor: U.S. Department of Justice, U.S. Department of Commerce, and Lockheed Martin Corporation (NLECTC–National).

4.1.12 Import and Export: The laboratory shall comply with all U.S. rules, regulations, codes, and laws regarding the importation and exportation of body armor.

4.1.13 Laboratory Changes That May Affect NIJ Approval Status: The laboratory shall provide to the CTP within 30 days any changes that affect the laboratory's:

- Legal, commercial, organizational, or ownership status.
- Organization and management (e.g., key managerial staff).
- Policies or procedures, where appropriate.
- Personnel, equipment, location of facilities, working environment, or other resources, where significant.
- Authorized Representative or Approved Signatories.
- NVLAP accreditation status.

Once a test laboratory facility has been NVLAP-accredited and has met the requirements to become NIJ-approved, the CTP, through NLECTC–National,

shall issue notification to the laboratory of its acceptance to the CTP as an NIJ-approved test laboratory. Approval status is subject to periodic renewal and continued conformance to the CTP's requirements. A laboratory's NIJ approval status may be suspended, revoked, or terminated.

All documentation agreements, applications, and forms must be completed and submitted by mail to the CTP Manager at NLECTC–National, 2277 Research Blvd., MS 8J, Rockville, MD 20850, or by e-mail to bactp@NLECTC.org.

A complete list of approved laboratories is available on www.justnet.org or may be obtained by contacting NLECTC–National at 800–248–2742 or 301–519–5060.

4.2 Laboratory Selection Process

4.2.1 A laboratory must have been granted accreditation by NVLAP to be considered for NIJ approval. NVLAP information is available at <http://www.nist.gov/nvlap>.

4.2.2 The laboratory shall complete the NIJ-approved laboratory agreement and application forms and forward these documents, along with any supporting documentation, to NLECTC–National for evaluation. The laboratory submittal will be evaluated by the CTP team, consisting of staff from NIJ, NLECTC–National, and the NIST Office of Law Enforcement Standards (OLES).

4.3 CTP Review Process

4.3.1 If necessary, the laboratory shall be interviewed by the CTP team by teleconference, onsite visit, or another mutually agreed upon method.

4.3.2 If necessary, the CTP team, including representatives from NLECTC–National, NIJ, and OLES, shall schedule an onsite visit to the laboratory facility.

4.3.3 During the onsite visit, the laboratory is expected to introduce the CTP team to all of the key operating personnel, allow for physical inspection of the facilities where the compliance testing will be performed, and demonstrate a thorough understanding of the test protocol.

4.3.4 Once the laboratory application, agreement, and supporting documentation have been reviewed by the CTP team, NIJ will render a decision. If the laboratory is approved, NIJ will authorize NLECTC–National to issue a letter of approval, and the laboratory will be added to the NIJ-approved Test Laboratory List.

5.0 Type Testing Guidelines

5.1 Type Testing Process

The flowchart provided in [figure 5.1](#) should be followed by the test laboratory during type testing.

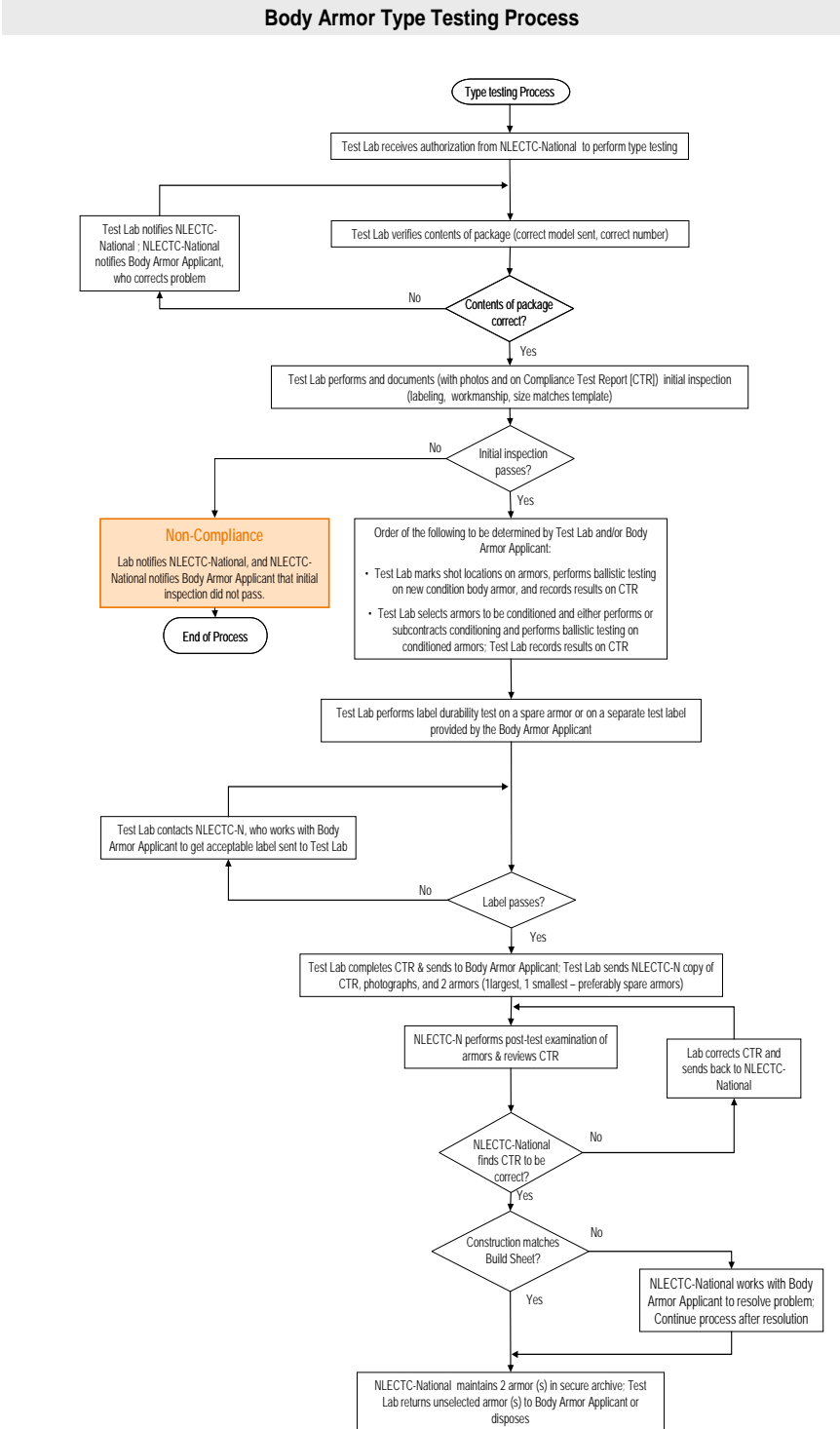


Figure 5.1 Type testing process flowchart

5.2 Additional Guidelines

- The test laboratory will mark all shot locations.
- The test laboratory may handwrite data if computer problems or other issues are encountered during testing, and the data may be entered into the electronic version of the CTR.
- The test laboratory has 48 hours, or 2 business days after test completion, to submit the CTR to NLECTC–National.
- If the test laboratory makes a mistake impacting the test results, test results for the entire set of samples are not invalidated. Additional samples may be requested from the manufacturer in order to complete the test.
- [Figure 5.2](#) provides a guidance template for the grouping of shots 4, 5, and 6 during perforation-backface signature (P-BFS) testing. (Reference NIJ Standard–0101.06, Section 7.8.1.)
- [Figure 5.3](#) provides guidance on shot grouping placement to ensure each armor panel quadrant is tested between samples.
- The label durability test shall be conducted on a spare armor sample or on a tested sample with little to no clay or other residue. (Reference NIJ Standard–0101.06, Section 4.1.5.3.)

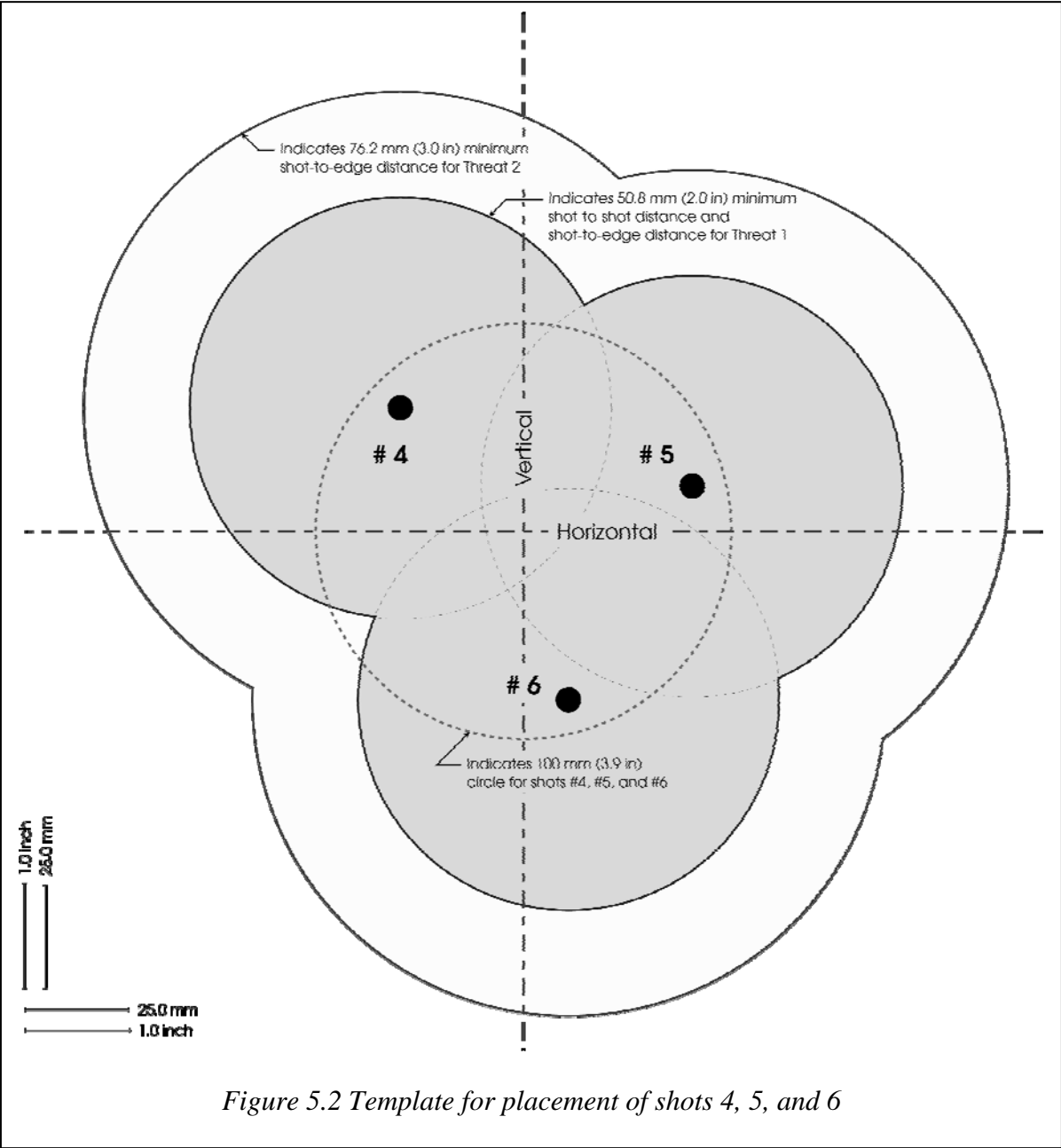


Figure 5.2 Template for placement of shots 4, 5, and 6

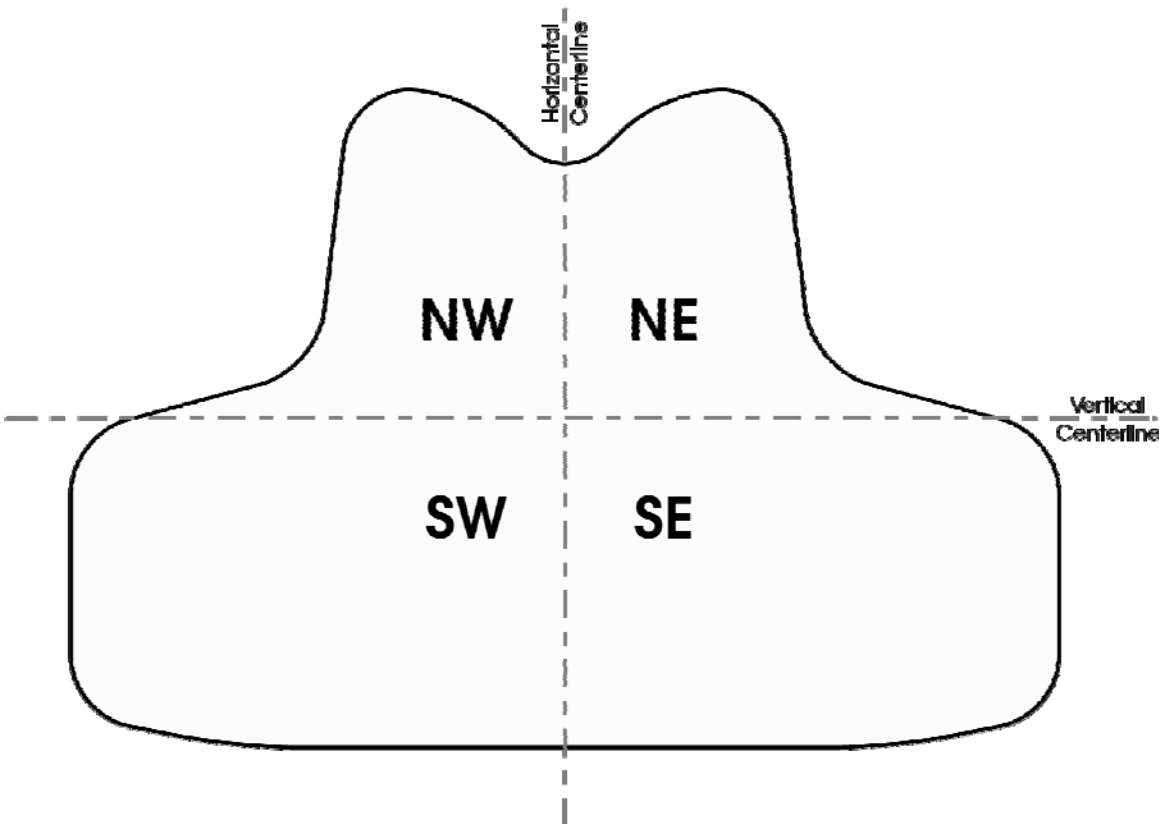


Figure 5.3 Reference for placement of shot grouping

5.3 Possible Type Testing and Compliance Decision Results

In type testing, the test laboratory is responsible for performing ballistic testing and workmanship examination per the requirements of the standard. If the laboratory testing and evaluation results demonstrate compliance, this is referred to as a “ballistics testing pass.” If the results demonstrate noncompliance, this is referred to as a “ballistics testing failure.” The laboratory sends two un-shot samples (largest and smallest), the CTR, and armor samples to NLECTC–National. The armor construction is examined, and a comparison is performed between the construction and the build sheet. If the NLECTC–National evaluation results are positive, this is referred to as a “construction pass.” If the results are negative, this is referred to as a “construction failure.”

The NIJ compliance decision is based on four possible outcomes:

- Ballistics testing pass + Construction pass.
- Ballistics testing pass + Construction failure.
- Ballistics testing failure + Construction pass.
- Ballistics testing failure + Construction failure.

5.4 Stop Points and Recommended Testing Sequence on New Armors

5.4.1 The CTP allows for two stop points during type testing following (1) completion of P-BFS testing on both smaller and larger panels and (2) completion of ballistic limit testing.

5.4.1.1 Type testing may be stopped after complete P-BFS testing, and the following conditions apply:

- If all P-BFS failures occur on only one size, the test may be stopped and deemed as inconclusive. The body armor applicant may submit this construction for a new compliance test with another size boundary to replace the one that experienced the failure.
- If, upon the second submission, a P-BFS failure occurs, the test result is deemed a ballistics testing failure. The body armor applicant may not request another attempt at defining the sizing boundaries for this construction, and the construction must be retired.
- If any P-BFS failures occur on both sizes, the type testing result is a ballistics testing failure.

5.4.1.2 Type testing may be stopped after completion of Ballistic Limit testing, and the following condition applies:

- If there is a perforation at or below the reference velocity, the type testing result is a ballistics testing failure.

5.4.2 No intermediate stop points are allowed during ballistics testing of conditioned armor. In the case that conditioned armor is tested first, testing may be stopped after all ballistics testing of conditioned armor has been completed.

5.4.3 The CTP strongly recommends the following testing sequence so that stop points may be used effectively:

- Perform P-BFS testing on new armor.
- Perform Ballistic limit testing on new armor.
- Perform conditioning of armor.
- Perform ballistics testing on conditioned armor.

5.5 Laboratory Type Testing Checklist

Receipt of Materials for Type Testing: Check below when step is completed.

Receive authorization from NLECTC–National: Complete: _____
Receive correct model and quantities from manufacturer: Complete: _____

Sample Size: (Reference NIJ Standard–0101.06, Section 4.1.4)

Check required sizes of samples submitted for testing: Complete: _____
Check that sample sizes meet NIJ sizing template requirements: Complete: _____

Workmanship: (Reference NIJ Standard–0101.06, Section 4.1.4)

Check for evidence of inferior workmanship: Complete: _____
Check for identical construction of armor carriers: Complete: _____
Check for identical construction of ballistic covers: Complete: _____
Check that stitching and/or seam sealing of the carrier or ballistic cover is free of fraying or missing stitches: Complete: _____
Check the armor model for removable trauma plates: Complete: _____
Complete documentation, including recording results on the Compliance Test Report and taking digital photographs: Complete: _____

Labeling Requirements:

Check ballistic armor cover label vs. the requirements identified in section 4.1.5 of NIJ Standard–0101.06: Complete: _____
Check armor carrier with removable ballistic panels label vs. the requirements identified in section 4.1.5 of NIJ Standard–0101.06: Complete: _____

Ballistic Testing

Mark shot locations on armor panels: Complete: _____
Complete ballistic testing in accordance with NIJ Standard–0101.06: Complete: _____
Perform or subcontract conditioning of armor panels: Complete: _____
Complete ballistic testing on conditioned armor panels: Complete: _____
Perform post-test laboratory armor inspection, including taking digital photographs: Complete: _____

Label Permanency and Durability (section 4.1.5.3)

Check label permanency and durability per the requirements of NIJ Standard–0101.06: Complete: _____

6.0 Conformity Assessment Follow-Up Process

6.1 Introduction

After an armor model is listed on the NIJ Compliant Products List, ongoing performance is monitored via this follow-up process that periodically and randomly selects subsequent production samples of body armor listed models.

Sampling plans are developed based on the body armor applicant's manufacturing locations, NLECTC–National's prioritized list of compliant models, ongoing retest performance, and whether the manufacturing location has a registered quality management system (QMS). The number of retests has been initially set, but the number may be reduced in future testing cycles after the first 5 years. The CTP reserves the right to increase retesting frequency for body armor applicants who are repeatedly found to be noncompliant with the requirements.

6.2 Information Requirements

Body armor applicants must verify that records required by the program are properly maintained. On an as-needed basis, the body armor applicant shall provide NLECTC–National with the following information:

- Quantity of each compliant model sold.
- The model numbers and serial numbers demonstrating traceability of the product to the party sold. This is required in the event that periodic retesting results in a failure requiring investigation into the issue.

6.3 Requirements Regarding Complaints

NIJ requires the body armor applicant to do the following:

- Maintain a record of all complaints made known to the body armor applicant relating to a product's compliance with requirements of the relevant standard and to make these records available to the CTP when requested.
- Take appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with the CTP requirements.
- Document the actions taken.
- Provide the records mentioned above to NLECTC–National upon request.

6.4 Conformity Assessment Follow-Up Options

The CTP conformity assessment follow-up process has two options, and the body armor applicant must agree to one of the two options:

- 6.4.1** Option 1 is for body armor applicants whose manufacturing locations do not have a registered QMS based on ISO 9000:2000 in conjunction with additional body-armor specific QMS requirements. Periodic sampling and retesting for this option will be conducted six times within the 60-month listing cycle.
- 6.4.2** Option 2 is for applicants whose manufacturing locations have a registered QMS based on ISO 9000:2000 in conjunction with additional body-armor specific QMS requirements. To demonstrate compliance with CTP QMS requirements, the current certificate of registration/certification must be provided to the CTP. Periodic sampling and retesting for this option will be conducted three times within the 60-month listing cycle.

Retesting may occur at any time during the interval prior to listing expiration and will not be on a regularly scheduled basis.

6.5 Ballistic Testing Required

Conformity assessment follow-up retesting is initially limited to perforation testing only. After the process has become well established over the first few years, ballistic limit testing may be added. Perforation testing will be performed on two armors of a single model, and the only ballistics testing requirement is no perforations of the armor are allowed. The armor panels will be submersed per section 7.8.2 as required by NIJ Standard–0101.06, and six shots per panel will be fired as is required for the perforation-backface signature testing protocol. Backface signature will not be measured as a part of retesting. The threat rounds will be as indicated in Table 8 of the standard. Where two calibers are specified, half of the shots will be taken with each threat round.

6.6 Periodic Model Selection and Retesting Steps

The basic steps for periodic model selection and retesting are described below:

- 6.6.1** NLECTC–National authorizes sampling of the body armor model scheduled for follow-up retesting. NLECTC–National selects the test laboratory, notifies the inspector, and provides the inspector with a preprinted shipping label and an in-plant sample selection form, which includes manufacturer contact information and a prioritized list of models for production sampling.
- 6.6.2** The inspector shall select two body armor samples from production along with the associated build sheets. The selection is based on the prioritized list of armor models provided by NLECTC–National. The inspector shall observe the

manufacturer package the armor samples for shipment to the test laboratory and packaging of the respective build sheet information for shipment to NLECTC–National.

- 6.6.3** The inspector shall affix the NLECTC–National preprinted shipping label to each package and transports them to the appropriate company for shipment to the test laboratory specified by NLECTC–National. The inspector shall forward the body armor applicant build sheet package to NLECTC–National.
- 6.6.4** Upon receipt of the package, the test laboratory verifies the package contents to ensure that the correct model and quantity were received.
- 6.6.5** The test laboratory performs an initial inspection of labeling and workmanship and documents the results on the Periodic Test Report (PTR). The test laboratory also takes digital photos of the samples.
- 6.6.6** The test laboratory performs ballistics testing on the samples and records the results on the PTR.
- 6.6.7** The test laboratory submits the PTR, the samples, and the digital photos to NLECTC–National.
- 6.6.8** NLECTC–National performs a post-test armor inspection in which the armor construction, submitted build sheet, and CTP-filed build sheet are compared.
- 6.6.9** NLECTC–National maintains the armor samples in a secure archive.
- 6.6.10** NLECTC–National prepares a recommendation for NIJ according to the outcome of laboratory testing and the post-test inspection and advises NIJ of the results of testing and evaluation.

Attachment A

NIJ-Approved Test Laboratory Application and Agreement

Part I: Application Part II: Agreement

NIJ-Approved Laboratory Application and Agreement

All laboratories seeking to participate in the National Institute of Justice (NIJ) Voluntary Compliance Testing Program (CTP) must complete and sign this document. The original signed document must be submitted by mail to the CTP manager at the National Law Enforcement and Corrections Technology Center (NLECTC–National), 2277 Research Blvd., MS 8J, Rockville MD 20850. NLECTC–National will acknowledge receipt of the document by e-mail and will begin the approval process as outlined in the *Body Armor Compliance Testing Program Ballistics Test Laboratory Application Package*. Upon successful completion of this process, NLECTC–National will sign and return a copy of this document to the laboratory.

Information on the CTP may be found in the *CTP Laboratory Package* located on the NLECTC–National website, www.justnet.org. Specific questions or requests for assistance may be directed to NLECTC–National by telephone at 800–248–2742 or 301–519–5060 or by e-mail at bactp@nlectc.org.

Part I: Application

If additional space is needed for a response, a separate sheet of paper with numbered answers corresponding to the numbered questions below will be satisfactory.

1. Provide the legal name, full address, telephone number, fax number, e-mail address, and Internet address (if available) of your laboratory.

2. Attach to this document an organization chart and a list of personnel directly involved in body armor testing and their respective job descriptions. Include all managers, supervisors, engineers, and technicians on this list.

3. Identify the person(s) who will serve as the Approved Signatory for Compliance Test Reports.

4. Identify the state(s) in which the laboratory is licensed as a business entity.

5. Identify and describe any affiliations within the past 5 years between the laboratory and other business entities involved in the manufacture of body armor or its components.

Part II: Agreement

Laboratories seeking to become a National Institute of Justice (NIJ)-approved test laboratory for the Voluntary Compliance Testing Program (CTP) must complete and sign this agreement.

On behalf of _____, I/we agree to the following
Laboratory

conditions and acknowledge that failure to comply with any of these terms will result in the revocation of NIJ-approved laboratory status:

- 1. Accreditation:** The laboratory shall be currently accredited by the National Institute of Standards and Technology (NIST) National Voluntary Laboratory Accreditation Program (NVLAP).
- 2. Laboratory Independence:** The laboratory shall be an independent third-party laboratory and conduct all CTP body armor testing within the United States.
- 3. Conflicts of Interest:** The laboratory shall demonstrate to NIJ's satisfaction its freedom from potential conflicts of interest and maintain an independent decisional relationship(s) between the laboratory and its clients, affiliates, contractors, and other organizations. When contracting with a secondary laboratory to perform any nonballistic portion of the NIJ standard's testing protocol, the NIJ-approved laboratory must ensure that the secondary laboratory also meets this requirement.
- 4. Capability to Perform Testing:** The laboratory shall have the capability to perform all ballistic test methods contained within the current NIJ standard.
- 5. NIJ Standards:** The laboratory shall have a copy of the appropriate current NIJ standard and any revisions or addendums. The laboratory shall implement the standard and any changes or revisions within the time period specified by NIJ.
- 6. Interpretation of NIJ Standards:** The laboratory shall direct any questions concerning the application and interpretation of the standard to the CTP for guidance and clarification.

- 7. CTP Test Results:** The laboratory shall use and submit the appropriate and current Excel[®] spreadsheet provided by the CTP for reporting all official test results. There are two Excel spreadsheets:
- i. Compliance Test Report for type testing.
 - ii. Periodic Test Report for conformity assessment follow-up testing.

The laboratory shall not make any modifications to the format or calculations of the templates of either Excel[®] spreadsheet.

The laboratory shall release test reports and all information related to official compliance testing to the CTP upon completion of compliance testing and at the request of the CTP.

- 8. Proprietary Data:** The laboratory shall have policies and procedures in place to safeguard confidentiality of the information obtained in the course of the compliance testing.
- 9. Notification of Retest Failure:** The laboratory shall notify the CTP immediately in the event of a retest failure of any armor that is listed on the NIJ Compliant Products List. This notification shall be in the form of a telephone call and either an e-mail or written correspondence.
- 10. Appeals, Complaints, and Disputes:** The laboratory shall abide by the process for appeals, complaints, and disputes as outlined in the *CTP Laboratory Package*. The laboratory shall maintain records of all actions taken in response to testing complaints for a minimum of 5 years.
- 11. Indemnification:** The laboratory shall hold officers, directors, and staff of the following organizations harmless and indemnify them from fees arising from any and all claims with respect to compliance testing of body armor: U.S. Department of Justice, U.S. Department of Commerce, and Lockheed Martin Corporation (NLECTC–National).
- 12. Import and Export:** The laboratory shall comply with all U.S. rules, regulations, codes, and laws regarding the importation and exportation of body armor.

13. Laboratory Changes That May Affect NIJ Approval Status: The laboratory shall provide to the CTP within 30 days any changes that affect the laboratory's:

- Legal, commercial, organizational, or ownership status.
- Organization and management; e.g., key managerial staff.
- Policies or procedures, where appropriate.
- Personnel, equipment, location of facilities, working environment or other resources, where significant.
- Authorized Representative or Approved Signatories
- Any changes to NVLAP accreditation status.

14. Confidentiality: NIJ and NLECTC–National will maintain confidential all information obtained from the applicant and will not disclose such information to any third party without the prior written approval of the applicant.

As the laboratory's Authorized Representative, I have the authority to agree to all of the requirements of this document on the laboratory's behalf and attest that all statements made in this agreement are correct and made in good faith.

Signature

Date

Name (Please print/type)

NLECTC–National Representative Acknowledgement:

Signature

Date

Name (Please print/type)