



Follow-Up Services Procedure Instruction

後續檢驗服務程序書說明

此份說明乃依照後續檢驗服務程序書結構內的每一個分類，以及其內容來一一做解說，希望您能透過它瞭解 UL 後續檢驗服務程序書且與 UL 密切配合，生產最安全的產品，及持續讓產品符合安全規範。

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附件一: UL 後續檢驗程序書分類之英文範本

附件二: CB Style 檔案分類之英文範本

<一> 報告與程序書之分類

分類	UL (附件一)	CB Style(附件二)	概 述	收取者
Procedure (程序書)	Authorization Page (授權頁)	Authorization Page (授權頁)	申請者/ 製造商 / 列名者/ Follow-up Services Type (L or R)/ UL 產品類別代碼 (CCN)、Factory ID 工廠識別	申請者(Applicant) & 製造商(Manufacturer)
	LMDP or RCMDP (標誌敘述)	GII (總論)	Type R 服務產品類別，包含 UL 標誌使用，列名與分級標誌可在此查到管制號碼 Control Number	
	ML Correlation Sheet (多重列名敘述)	ML Correlation Sheet (多重列名敘述)	多重列名者資料/ 多重列名型號	申請者/製造商/登錄者 (Applicant/Manufacturer/Listee)
	Index (目錄)	Index (目錄)	每個程序書冊號 (Volume) 之 Section 中的型號名稱	申請者(Applicant) & 製造商(Manufacturer)
	Standardized Appendix or FUII (標準附錄頁 or 後續檢驗說明書)	GII (總論)	製造商現場檢驗項目/ 所需設備/ 樣品抽驗	
	Section General (總論)	GII (總論)	在同一程序書冊號 (Volume) 下對產品之共同敘述	
	Description/Description IP* (產品敘述)	Description UL (產品敘述)	產品之詳細敘述，如：品名、型號、功率、標準號碼、零件、尺寸、照片、電路及增補產品敘述...等 (CB Style 中尚包含產品測試項目等.)	
	Supplements attached under Description	Supplements attached under Description UL		
Report (報告)	Description/Description IR* (產品敘述)	Description UL (產品敘述)	產品之詳細敘述，如：品名、型號、功率、標準號碼、零件、尺寸、照片、電路及增補產品敘述...等 (CB Style 中尚包含產品測試項目等.)	申請者(Applicant)
	Supplements attached under Description	Supplements attached under Description UL		
	Test Record and/or Test Record IR*(測試紀錄)	Test Record UL (測試紀錄)	產品測試項目及數據及增補測試紀錄	
	Supplements attached under Test Record	Supplements attached under Test Record UL		

*註解 (Description IP – Independent Procedure /Description IR & Test Record IR – Independent Report)

Description IP/IR & Test Record IR 是針對某些特別產品類別有不一樣的名稱，其實它們也是屬於 Description or Test Record 的一部分資料。若您在 MyHome 看到此名稱“Description IP”，則表示此資料只有製造商會有，申請者不會有的。若您在 MyHome 看到此名稱“Description IR”&“Test Record IR”，則表示此資料只有申請者會有，製造商不會有的。

<二> UL 後續檢驗服務程序書之定義

UL 後續檢驗服務程序書乃在產品通過測試後，UL 會將所有產品訊息登錄到後續檢驗服務程序書中，內容包含產品結構圖、生產程序及其他注意事項。

<三> 程序書收取者之定義

❖ UL 後續檢驗服務程序書 (Follow-Up Services Procedure) 發佈給製造商：

製造商(Manufacture)是負責維護及運作生產工廠的公司或個人，已列名 (或其他) 產品在此生產工廠製造或組裝，UL 的後續檢驗服務也在此工廠執行符合性評估稽核，與申請者報告的差別在於不會有 Test Record 和 Datasheet。以下為您查詢 MyHome 時的畫面，請參看 Procedure List。

File #	Applicant Report Material Description, Test Record (by issued date)	Manufacturer Procedure Material Appendix, Index, Section General, Description (by volume)
1007105		Volume: 3 Get Procedure List

CLIENT DOCUMENT ACCESS
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Document Drilldown -

Report/Procedure Library Materials: 7 documents found. ✔=Document is being revised.

Select Section (s) To Assemble	Procedure Material - Included in Assembly				Report Material - NOT Included in Assembly		Issued Date	Last Modified	Project Number
	Vol:Sec	Content Group	Type	Size	Related Materials				
<input checked="" type="checkbox"/>	3	Appendix	rtf	41 KB				2010-08-03	1
<input checked="" type="checkbox"/>	3	Appendix Standardized	rtf	213 KB				2010-07-29	
<input checked="" type="checkbox"/>	3	Authorization Page	rtf	88 KB				2010-07-29	
<input checked="" type="checkbox"/>	3	Index	rtf	11 KB				2010-08-03	
<input checked="" type="checkbox"/>	3	Listing Mark Data	rtf	28 KB				2010-08-03	
<input checked="" type="checkbox"/>	3	Section General	rtf	70 KB	Sup			2010-08-03	
<input type="checkbox"/>	3:1	Description	rtf	143 KB	Sup		2010-06-07	2010-08-03	

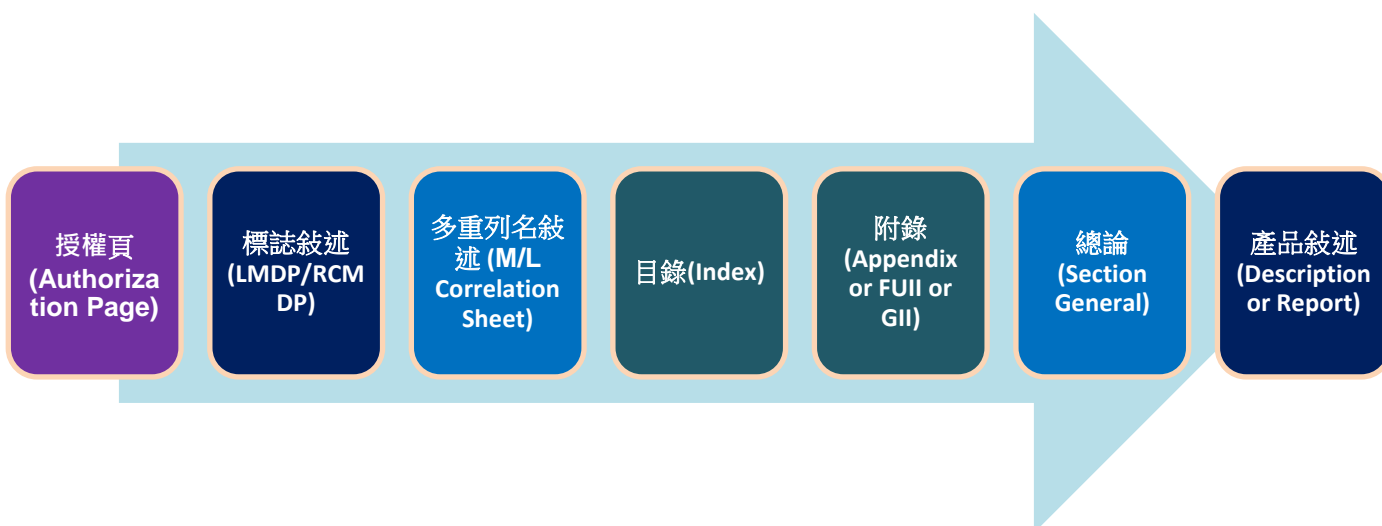
<四> 程序書之收取方式

為了響應全球節能與環保，同時亦確保案件結案之後您可以在最短時間內收到 UL 後續檢驗程序書，UL 推出檔案電子化的服務 Email、MyHome、MyHome with Email 等方式來提供結案報告 Final Report。當您收到email通知，您可以至 MyHome 的 “My UL Reports/CDA” 查詢，且時時留意是否有更新報告，以避免您用不正確的資訊來生產產品或採購不正確的材料。您若欲變更收取方式，請郵件通知客服人員 (customerservice.tw@tw.ul.com) 處理之。謝謝 ~

Option 1 利用 MyHome @UL 取得	Option 2 利用 MyHome @UL 取得並有電子郵件的通知	Option 3 利用電子郵件方式傳送
您可利用 MyHome @UL 進入 My UL Reports/CDA 取得 UL 後續檢驗服務程序書。	此選項代表當您的案件完成時，我們將會寄送電子郵件至下列電郵地址通知您，讓您即時得知可利用 MyHome @UL 進入 My UL Reports/CDA 取得 UL 後續檢驗服務程序書。	此選項代表文件將會以 PDF 檔附件的方式寄送至下列電郵地址通知您。

<五> 程序書之排列方式

程序書其基本的排列順序為 授權頁 (Authorization Page) -> 標誌敘述 (LMDP/RCMDP) -> 多重列名敘述 (Multiple Listing Correlation Sheet) -> 目錄 (Index) -> 附錄 (Appendix or FUII or GII) -> 總論 (Section General) -> 產品敘述 (Description or Report) 等。當您收到程序書時，請立即查看若有與當初申請不符合需告知申請者，請申請者與 UL 聯絡，以避免後續生產檢驗有差異通知的產生。

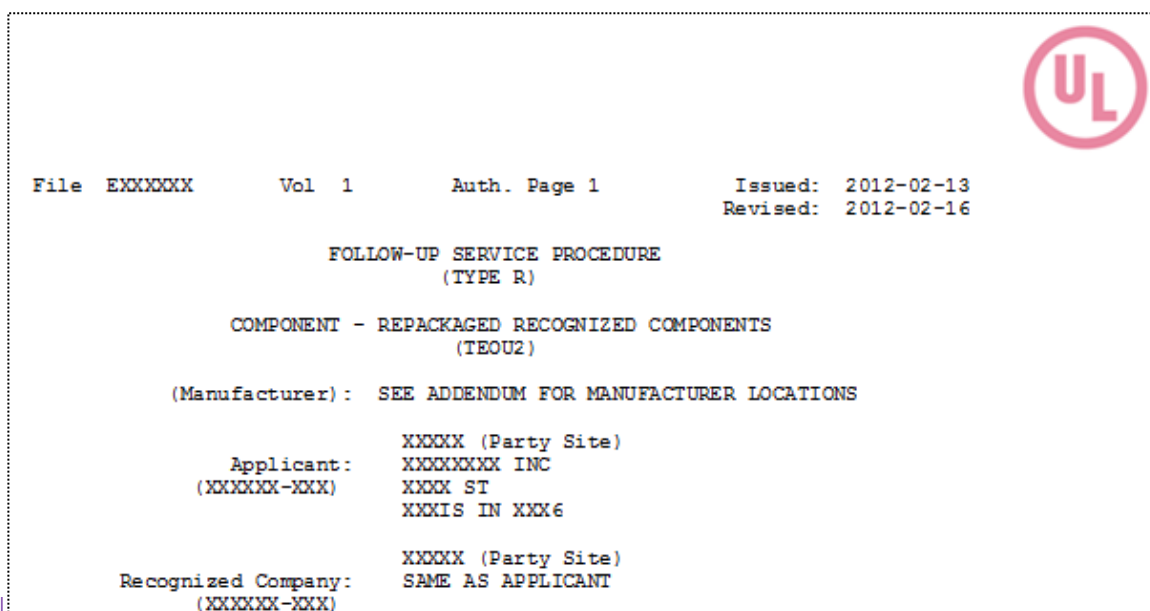


<六> 程序書之內容

針對具體的 UL 後續檢驗服務程序書所包含內容可能為以下的全部或部分，請依據實際情況參考以下簡介。

❖ Authorization Page 授權頁

1. UL 檔案號碼 (File Number) · 冊號 (Volume) 和檔案出版日期 (Issue Date) 及最新修改日期 (Revised Date) 。
2. 後續檢驗服務類型 · Type R 服務或 Type L 服務 (Type R or Type L) 。
3. 獲得認證的產品類別名稱和產品類別代碼 (Category Control Number) 。
4. 此本檔案的申請公司 · 列名公司和製造商的公司名稱 · 地址及客戶編號(Subscriber Number) 。
5. UL 認證授權說明及 UL 授權簽名
6. 若有多於一家以上的製造商 · 則會列出其公司名稱 · 地址及工廠識別 (Factory ID) 。
7. UL 正在持續更新新版本中 · 舊有的文件是將工廠識別 (Factory ID) 放置 Section General 總論中。




請參看圖例

❖ [LMDP \(Listing/Classification Mark Data Page\) or RCMDP \(Recognized Component Marking Data Page\) 標誌敘述](#)

描述 UL 列名/分級或認可標誌的圖樣，規格及印製要求。LMDP 針對 列名及分級 產品告知其 列名及分級 標誌的四要件，RCMDP 則會告知基本標示要件需求。如註明該產品所指定的管制號碼 (Control Number)，也是 UL 標誌中的要件之一。

File Vol. NWGQ Page 1 Issued: 2007-11-29
Listing Mark Data Page(LMDP)
(FILE IMMEDIATELY AFTER AUTHORIZATION PAGE)
LISTING MARK
The Listing Mark consists of four elements placed in close proximity and shall appear on Listed products only. Minimum size is not specified, as long as the Listing Mark is legible. The following is suggested.



XXXX = The control number assigned by UL, or Applicant/Listee's File Number.


請參看圖例

Recognized Component Marking Data Page (RCMDP)
(FILE IMMEDIATELY AFTER AUTHORIZATION PAGE)
RECOGNIZED COMPONENT MARKING
Products Recognized under UL's Component Recognition Service are identified by marking elements consisting of:

1. The Recognized Company's identification specified in this document.
2. A catalog, model or other applicable product designation specified in the descriptive sections of this document.
3. The UL Recognized Component Mark shown below.

Only those components, which actually bear the Marking, should be considered as being covered under the Recognition Program. The UL Listing or Classification Mark is not authorized for use on or in connection with Recognized Components.

Recognized Component Mark



請參看圖例

(FILE IMMEDIATELY AFTER AUTHORIZATION PAGE)

CLASSIFICATION MARK

COMPOSITION AND ELEMENT:

The Classification Mark shall consist of the following and shall appear on the product.

PROTECTIVE HELMET FOR STRUCTURAL FIRE FIGHTING
IN ACCORDANCE WITH THE
NATIONAL FIRE PROTECTION ASSOCIATION STANDARD ON
PROTECTIVE ENSEMBLES FOR STRUCTURAL FIRE FIGHTING
AND PROXIMITY FIRE FIGHTING
NFPA 1971-[issue date]
<CONTROL NUMBER>

The Classification Mark may be abbreviated as follows:

PROTECTIVE HELMET FOR STRUCTURAL FIRE FIGHTING
IN ACCORDANCE WITH NFPA 1971-[issue date]
<CONTROL NUMBER>

MARKING:

The following symbol must be located adjacent to or in close proximity to the regular Classification Mark as shown above.

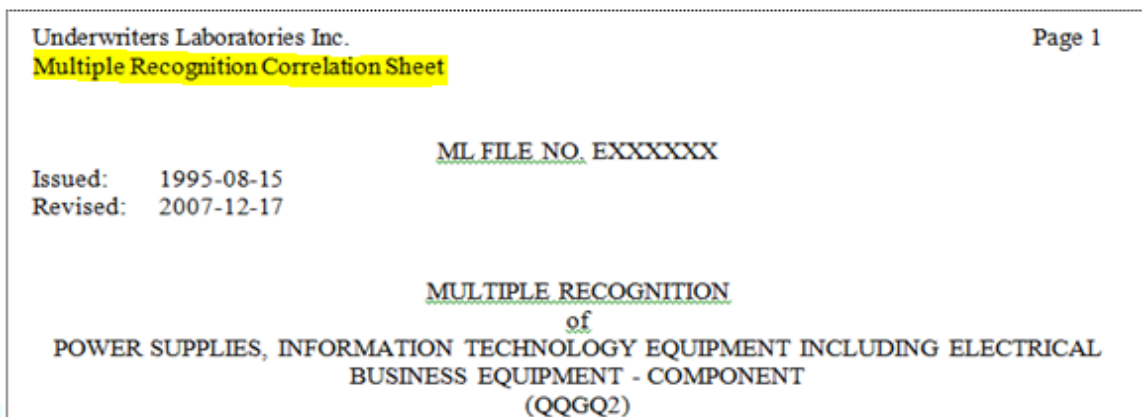


請參看圖例

❖ ML Correlation Sheet 多重列名對照表 (也會發佈給多重列名公司)

多重列名指在 UL 列名資訊系統(LIS)中列名之公司名稱可以使用在另一列名者(或其他)之產品上。因此包含 Multiple Listing, Recognition or Classification 多重列名、認可或分類之認證。

1. 多重列名檔案號碼
2. 多重列名產品類別代碼
3. 多重列名公司名稱客戶編號
4. 被列名 UL 檔案的申請公司名稱
5. 被列名 UL 檔案號碼及冊號
6. 被列名與列名產品型號對照表，包括產品類別代碼及生效日期等
7. 多重列名產品所附帶之說明書或安裝手冊等資料對技術參數的描述是否與被列名者資料相同
8. 多重列名產品標誌與被列名產品標誌的異同
9. 所屬的 UL 檢驗中心代碼



請參看圖例

❖ Index 目錄

1. 紀錄程序書冊號內已取得認證的型號名稱
2. 章節號 (Section Number)
3. 生效日期
4. 認證範圍，UL 認證 或 CUL 認證 或 UL+CUL 認證。

File EXXXXX	Vol. 1	Index	Page 1	Issued: 1993-01-11
				Revised: 2010-11-17
INDEX				
+				
	Model	Section	Report Date	
USL, CNL	- XX-XXX, XX-XXX, XX-XXX...	1	1988-04-08	
USL	- XX-XXX, XX-XX-XX	2	1993-01-11	

請參看圖例

❖ Appendix (Standardized & Special Appendix Pages) or Follow Up Inspection Instructions 附錄

or 後續檢驗說明書

“附錄 or 後續檢驗說明書”乃說明製造商檢驗的作業指導守則，因此依不同產品類別有所屬的 Appendix (附錄) 和 Follow Up Inspection Instructions (後續檢驗說明書)。

- **Follow Up Inspection Instructions 簡稱 FUII**，此份後續檢驗說明書將所有的 UL 檢驗代表之職責、製造商的職責、取樣品及抽樣的頻率及測試項目皆描述在內。

FUII 之範例

Subject 817	Issued: 3-23-87
	Revised: 12-21-01
FOLLOW-UP AND INSPECTION INSTRUCTIONS	
TABLE OF CONTENTS	
	<u>Page</u>
General	1
Responsibility of the Manufacturer	1
The UL Representative.....	2
Listing Mark	3

請參看圖例

- **Standardized Appendix Pages (SAPs)**，此標準附錄頁大部分主要是 Type R 服務的產品類別所使用的，其分為以下四大部分。

Appendix A: UL 檢驗代表的職責和現場測試的簡述

Appendix B: 如何抽取樣品及抽樣的頻率

Appendix C: 樣品的測試項目

Appendix D: 製造商的職責

- **Special Appendix Pages (App. B or C)**，某些特別的產品類別會額外增加 Special Appendix Pages，特別陳述其樣品選擇或測試儀器數據的。

**若貴司的產品並不需要抽樣，則 Appendix B & C 的內容則會是“RESERVED FOR FUTURE USE”。

Appendix 之範例 (App. A, B, C, D)

App. A Page 1 Issued: 12-20-95
 COMPONENT - PRINTED WIRING BOARDS (ZPMV2, ZPMV3)
 A P P E N D I X A
 UL REPRESENTATIVE'S DUTIES AND INSTRUCTIONS FOR
 EXAMINATION OF THE PRODUCT

請參看圖例

App. B Page 1 Issued: 12-20-95
 COMPONENT - PRINTED WIRING BOARDS (ZPMV2, ZPMV3)
 A P P E N D I X B
 INSTRUCTIONS FOR SAMPLE PICK-UP

請參看圖例

App. C Page 1 Issued: 12-20-95
 COMPONENT - PRINTED WIRING BOARDS (ZPMV2, ZPMV3)
 A P P E N D I X C
 INSTRUCTIONS FOR
 FOLLOW-UP TESTS AT UL

請參看圖例

App. D Page 1 Issued: 12-20-95
 COMPONENT - PRINTED WIRING BOARDS (ZPMV2, ZPMV3)
 A P P E N D I X D
 MANUFACTURER'S RESPONSIBILITIES AND
 REQUIREMENTS FOR FACTORY TESTS

請參看圖例

❖ [GII \(Generic Inspection Instructions\) 總論 - for CB Style](#)

此為 CB 報告格式的總論，內容囊括了傳統報告 Section General, LMDP/RCMDP 和 Appendix/Standardized Appendix/FUII 中的一部分。

Issue Date: 04-May-11 Page 1 Volume X1 File EXXXXX
 Generic Inspection Instructions

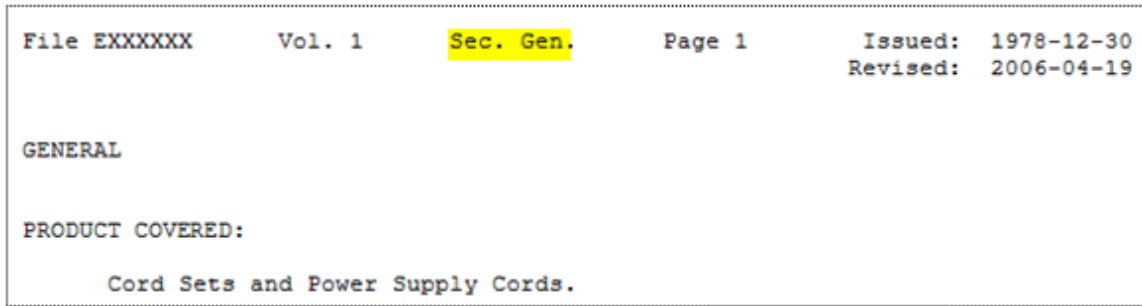
GENERIC INSPECTION INSTRUCTIONS

Product Category	Listing / Classification CCN	Component Recognition CCN **
Theater Dimmer Controls	EPCT, EPCT7	--
Information Technology Equipment Including Electrical Business Equipment	NWGQ, NWGQ7	NWGQ2, NWGQ8

請參看圖例

❖ Section General 總論

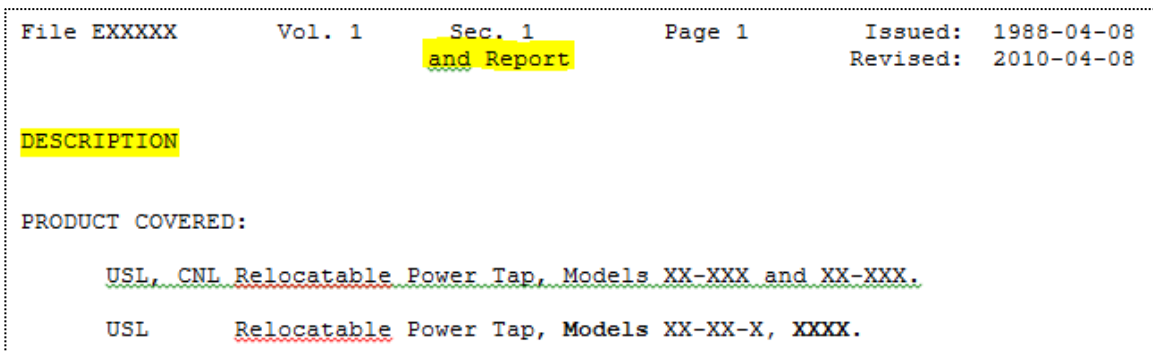
主要包含認證範圍的要求、證明並且或提供針對此產品之共同的規格描述之。



請參看圖例

❖ Description 產品描述

1. 封面上 (Cover Page) 包含產品類型、申請公司及住址
2. 認證範圍
3. 型號名稱及基本電氣規格參數
4. 所依據的 UL 標準或 CSA 標準
5. 產品可接受度條件 (Conditions of Acceptability 簡稱 C of A or C/A) - 以檔案中所涵蓋之元件調查結果，說明最終端產品使用該元件時之限制與條件。認可或未列名元件檔案中會逐一列出可接受度條件。
6. 安裝說明
7. 產品結構
8. 主要零件資料，以及該零件之供應商是否需有 UL 認證，其相關認證產品類別代碼或廠家名稱及型號等等。
9. 產品照片，工程圖，電路圖或爆炸圖等附件。



請參看圖例

Follow-Up Service Procedure

DO NOT DISCARD THIS PAGE

It is important to keep UL Procedures and Test Reports up-to-date as new or revised pages are received. Correct maintenance will decrease the amount of time the UL Representative spends when visiting your facility.

UL LLC offers MyHome @UL, a dedicated website providing secure access to online tools and databases that can help simplify your compliance activities. You can customize your personal MyHome @UL page to include the content needed most, including timely information about certification updates and links to other Web sites you visit regularly. Visit http://my_home.ul.com/ to sign up today!

PAGES (in content order)	FUNCTION	HOW TO UPDATE
Authorization Page	Displays the Product Category, the type of Follow-Up Service (Type R=Reexamination / Type L=Label), the File Number and the Volume Number associated with each Applicant's, Manufacturer's and Listee's company name and address.	Replace existing page by matching the UL File Number and Volume Number. Discard the older page (refer to "Issued" or "Revised" date).
Addendum to Authorization Page*	Lists the additional names and addresses of manufacturing locations, when multiple locations exist	Replace existing page by matching the UL File Number and Volume Number. Discard the older page (refer to "Issued" or "Revised" date).
Listing Mark Data (LMD), Classification Mark Data (CMD) or Recognized Component Mark Data (RCMD) Pages*	Used only for products covered under Type R Service. Displays the correct LMD, CMD, or RCMD Mark, the Control Number for Listed and Classified categories and additional information regarding minimum size, application, procurement, and any other optional markings, in addition to the UL Mark.	Replace existing page by matching the UL File Number and Volume Number. Discard the older page (refer to "Issued" or "Revised" date).
Multiple Listing (ML) Correlation Sheet	Correlates product model numbers between those products made by a Manufacturer for the Basic Applicant and those supplied to another company, the Multiple Listee.	Replace, add or delete page(s) with most current "Issued" or "Revised" date.
Index*	Catalogs the contents of the Procedure by some logical means, i.e. Section Number, Report Reference Number, or Issue Date.	Replace present page by matching the UL File Number, Volume Number, Page Number and most current "Revised" date.
Appendices* (App.)	Contains instructions for the Manufacturer and UL Representative concerning specific responsibilities and required periodic tests. May also outline tests to be conducted on samples to be forwarded to UL's facilities.	Replace present page by matching the UL File Number, Volume Number, Appendix letter (eg. App. A), Page Number and most current "Revised" date.
	Standardized Appendix Pages are the same for all manufacturers within a particular product category.	Replace present page by matching the Appendix letter (eg. App. A), Page Number and most current "Revised" date.
Follow-Up Inspection Instructions (FUII) Pages	Contains information similar to that in the Appendices. FUII Pages are issued as part of the Procedure when a UL Standard is used in conjunction with the Procedure, and are the same for all manufacturers within a particular category.	Replace present pages by matching the Page Number and most current "Issued" or "Revised" date.
Section General* (Sec. Gen.)	Contains description, requirements, identifications and/or specifications that are common to all products covered by the entire volume and supplements the information provided in the Description Section.	Replace present page by matching the UL File Number, Volume Number, Page Number and most current "Revised" date.
Description, or Section (Sec.)	Contains the specific description of one or more products or systems. This includes written text supplemented by photographs, drawings, etc., as necessary, to define features that affect compliance with the applicable requirements.	Replace present page by matching the UL File Number, Volume Number, Section Number, Page Number and most current "Issued" date.

* The above page(s) may not appear in all UL Follow-Up Service Procedures; UL's Conformity Assessment Services staff determines their inclusion.

These pages are combined in the Generic Inspection Instructions for International Style Reports, identified, as example by Vol. X1, X2, etc.

PLEASE NOTIFY YOUR LOCAL UL OFFICE OF ANY CHANGES IN CONTACT NAME, COMPANY NAME OR ADDRESS, SO THIS MATERIAL AND IMPORTANT INFORMATION CONTINUES TO BE DELIVERED TO YOUR FACILITY WITHOUT INTERRUPTION.

A PROCEDURE INCLUDES THE FOLLOWING PARTS, LISTED IN PRINTED ORDER:

PAGE	FUNCTION	HOW TO UPDATE
Authorization Page	Authorizes the appropriate type of Follow-Up Service (L or R) and includes the following information: <ul style="list-style-type: none"> ▪ Applicant name, address and UL corporate identifier ▪ Manufacturer name, address and UL corporate identifier ▪ Listee, Recognized Company or Classified Company name, address and UL corporate identifier ▪ UL product category (CCN) name and number 	New page replaces current page.
Addendum to Authorization Page	Lists the names, addresses, UL corporate identifiers and Factory IDs for all Manufacturers	New page(s) replaces current page with matching UL File Number, Volume Number and Page Number.
Multiple Listing (ML) Correlation Sheet (if provided)	Correlates product model numbers between those products made by a Manufacturer for the Basic Applicant and those supplied to another company, the Multiple Listee.	New page(s) replace, add, or delete current page(s) with most current "Issued" or "Revised" date.
Index	Lists all active Test Reports	New page(s) replace all current pages.
Generic Inspection Instructions (Replaces former Listing Mark Data Pages, Appendices, and Section General)	Provides important information that applies to all inspections and all products. May include the following parts: <ul style="list-style-type: none"> ▪ Instructions and Duties for UL Representative ▪ Instructions for Follow-Up Tests ▪ Responsibilities and Requirements for Manufacturer ▪ General Terminology ▪ General Product Construction Requirements ▪ UL Certification Marks – confirms the content and format of the applicable UL Certification Marks, including the control number (if any). 	New page(s) replace all current pages.
Test Report, including: <ul style="list-style-type: none"> ▪ Cover Page ▪ Specific Inspection Criteria ▪ Specific Technical Criteria ▪ Critical Components ▪ Enclosures (photos, etc.) 	Contains the specific description of one or more products or systems. This includes written text supplemented by photographs, drawings, etc, as necessary, to define features that affect compliance with the applicable requirements. NOTE: Procedure Test Reports do not contain the following information that is provided to the Applicant: Clause Verdicts, Test Results, National Differences, and Test Record. Test Reports are identified by a unique Report Reference Number in the following format: E123456-A1-UL-1	New Test Reports (identified by a -1 suffix) should be filed immediately <u>following</u> the last Test Report. Test Report Amendments or Corrections (so identified in the upper right corner) should be filed immediately <u>before</u> the Test Report to which they relate. A re-issued Test Report (identified by suffix -2 or greater) should be filed immediately <u>before</u> the Test Report that it replaces.

PLEASE PROMPTLY NOTIFY YOUR LOCAL UL OFFICE OF ANY CHANGES IN CONTACT NAME, COMPANY NAME OR ADDRESS SO THAT MATERIAL AND IMPORTANT INFORMATION CONTINUES WITHOUT INTERRUPTION TO YOUR FACILITY.