

# Certified Product Listing Report Submission Checklist

for Simulators

AERC Accepted Simulators should use this checklist to compile the information necessary for a complete Certified Product Listing Report (CPLR) submission. As a rule, there should be one product line per CPLR. Please refer to the referenced AERC standards for more detailed information.

Prior to preparing a submission, the submitter should gather information about the product line, material name, color, manufacturer name, etc. To complete your submission, upload the completed CPD upload spreadsheet to the CPD, then email the remaining files to Karen Yetter at Intertek ([Karen.yetter@intertek.com](mailto:Karen.yetter@intertek.com)). After the submission is complete, Intertek will invoice the manufacturer in the amount of applicable fees.

- CAD files and/or drawings
  - Name each file so it is traceable to the client, the product, and date of submission
  - Clearly identify basis of any groups
- THERM file(s)
  - Name each file so it is traceable to the client, the product, and date of submission
- WINDOW simulation file(s)
  - Name each file so it is traceable to the client, product, and date of submission
  - Include .mdb of all simulations composing input to AERCalc
- ARC.300.CPLR Form (signed by ACE Responsible-in-Charge and Accepted Simulator)
- AERCalc Export spreadsheet
  - Name the file so it is traceable to the client and date of submission
- Certified Product Database upload spreadsheet
  - Copy and paste the performance properties and rating information from the AERCalc export (or use CPD translation tool) and add in manufacturer-provided information and grouping relationships
- If the manufacturer owns the material listing in the CGDB, provide the Homogeneity/Tolerance Report(s) (optional – will accelerate review process)
- Test report(s) (if applicable – see AERC 1.2)
- Submit all applicable shading layers of accepted attachment products for listing in the CGDB Shading Layer Library

## Secondary Listing Submission

If submitting a secondary listing for inclusion in the CPD, please submit the following materials:

- ARC.300.CPLR Form (signed by ACE Responsible-in-Charge and Accepted Simulator)



- ARC.300.SLA – Secondary Listing Agreement
- Certified Product Database upload spreadsheet – with Secondary Listing information completed