**INTRODUCTION**

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Approved/Issued by: Mark Wilson, Director, Office of Traffic Engineering and Operations

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| REV. | DATE | DESCRIPTION | AUTHORED BY |
| --- | --- | --- | --- |
| 1.0 | 05/22/2012 | New Product Certification Handbook section | Armelle Burleson |
| 2.0 | 11/08/2012 | Comments from FDOT Legal Office addressed. | Jeff Morgan  Armelle Burleson |
| 3.0 | 07/24/2014 | Included impartiality statement for compliance to clause 5.2.1 of ISO/IEC 17021. | Armelle Burleson |
| 4.0 | 11/18/2014 | Updated position title for Mark Wilson in document control panel. | Armelle Burleson |
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Section 1

INTRODUCTION

1.1 Purpose

The objective of the ***Product Certification Handbook*** is to describe the Florida Department of Transportation’s (Department) Approved Product List (APL) product certification and permitting processes/requirements to applicants, suppliers, and end-users. The Department is required by federal and state law to ensure that only a safe and uniform traffic control system is implemented on streets and highways of the state. The Traffic Engineering Research Laboratory (TERL) within the Department’s State Traffic Engineering and Operations Office supports this mandate by impartially evaluating traffic control products for certification to federal and/or state standards (and APL listing) or permitting such products that do not meet federal and/or state standards upon showing of good cause.

# 1.2 Authority

Sections 20.23(4)(a), 334.048(3), Florida Statutes (F.S.)

# 1.3 REFERENCES

Sections 316.0745, 316.0747, F.S.

# 1.4 SCOPE

Thishandbook applies to the TERL, vendors (i.e. applicants and suppliers) and end-users of traffic control products pursuing product listing on the Department’s APL, seeking a permit to use a product not listed on the APL, or reporting product/supplier non-conformities with requirements.

**1.5 STATEMENT OF IMPARTIALITY**

The TERL understands and is fully aware of the importance of managing impartiality in carrying out its certification and permitting activities. The TERL has documented organizational structures, policies and procedures to manage impartiality and to ensure that the certification and permitting activities are undertaken impartially. The TERL has top management commitment to impartiality in these activities. The TERL analyzes, documents and eliminates the potential conflict of interests arising from its certification and permitting activities that are structured and managed so as to safeguard impartiality.  
The TERL’s aim is to inspire and prove confidence in its certification and permitting services.

**1.6 DISTRIBUTION**

The current version of this handbook is available free-of-charge and on-line at the Department’s State Traffic Engineering and Operations Office – Document Library web site at:

[http://www.dot.state.fl.us/trafficoperations/Traf\_Sys/TERL-PCH.shtm](http://www.dot.state.fl.us/trafficoperations/Traf_Sys/Terl-pch.shtm)

**1.7 REVISIONS**

The handbook is subject to periodic review and revisions. It is the responsibility of applicants and suppliers to meet current requirements listed in the handbook. Handbook revisions are listed in ***Section 10***.