



April 1, 2021

## Verified Conformity Assessment Program Considerations Caused by the COVID-19 Pandemic *Revised April 1, 2021*

This letter is to inform all companies holding an active NTEP Certificate of Conformance, for a device type included in the Verified Conformity Assessment Program (VCAP), of considerations for extension to your VCAP compliance audit deadline.

A decision was made that virtual audits would not be considered, however; considering the current situation regarding both domestic and international travel restrictions and facility access restrictions, due to the COVID-19 pandemic, an extension to the compliance date may be possible if:

- A VCAP auditor cannot visit your facility because of travel or facility visitor restrictions related to the pandemic, or
- Any audit currently scheduled, must be postponed, because of issues related to the pandemic.

These considerations apply to currently scheduled audits or audits that were/are to have been conducted between March 1, 2020 and September 30, 2021.

NTEP will continue to inform customers of their audit due date and if both parties agree, the audit will be scheduled. Should a circumstance arise that places a recognized VCAP auditor in a customer's facility, for any reason, that is past their VCAP audit due date, the audit must be conducted at that time.

The audit extension would apply to original audit due dates as shown in the table below.

Audit Due Dates			
Beginning Date	Ending Date	Originally Extension	Revised Extension Date
March 1, 2020	September 30, 2020	September 30, 2021	October 1, 2021
October 1, 2020	March 31, 2021	October 1, 2021	October 1, 2021
April 1, 2021	September 30, 2021	---	October 1, 2021

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