



Frequently Asked Questions for the Sign Conversion Retrofit Kit (UYWU) Certification Program Changes

General:

- 1- What major changes did UL announce for the Retrofit Sign Conversion UYWU Certification Program?

In a bulletin to Subscribers dated May 4, 2018 UL announced that Effective January 1, 2019, the Certification Mark for all new UYWU Sign Conversion Retrofit Kits will only be authorized to appear on the kit's installation instructions. The bulletin also announced a new flexible shipment option for retrofit kits that meet certain requirements. To allow manufacturers sufficient time to incorporate these changes in their installation instructions and to comply with recently revised installation instruction requirements in ANSI/UL 879A, UL is extending the effective date for the ongoing ANSI/UL 879A industry file review from September 13, 2018 to December 31, 2018.

- 2- How will UL protect the integrity of the Certification Mark on Installation Instructions?

Installation instructions are a required component of every certified kit and will include the UL File Number and the Kit Model Number. Similar to the UL Mark being applied directly to a certified product or smallest unit package, the UL certification Mark appearing on the installation instructions represents the specific retrofit kit as being certified and covered under UL's Follow-Up Service.

- 3- What is the difference between a general-purpose kit and a kit for a specific sign model?

Retrofit kits are designed either for the conversion of a specific host sign or for use in the conversion of generic sign types. A general-purpose kit is a sign retrofit kit intended for installation in sign type(s) that meet specific conditions identified in the installation instructions. These may include the original illumination type and mechanical and electrical features. The installation instructions of a general-purpose kit may also identify specific limitations or conditions under which the kit should not be installed.

- 4- Why does this labeling change only apply to sign retrofit kits? What about LED luminaire retrofit kits?

UL has been actively working on the label change for sign retrofit kits for well over a year and has validated these concepts with sign retrofit kit manufacturers and the major sign associations. A similar approach will be used to introduce, validate and implement equivalent changes based on feedback from the luminaire industry.



AHJs:

- 5- Am I expected to review each component specified in the retrofit kit's installation instructions to determine that a UL Certified (Classified) sign retrofit kit is present?

To confirm a UL Certified kit is present, an AHJ should only need to confirm the kit identified in a retrofitted sign corresponds to an installation instruction that bears the UL Certification Mark. An AHJ may choose to verify the components of a Certified kit if, for example, it is not clear what part(s) of the original host sign was modified as part of a conversion or if the installation is questionable. In those cases, the AHJ should refer to the parts list included in the kit's installation instructions. It should also be noted that the 2014 and 2017 National Electrical Code (NEC) (Section 600.3) require sign retrofit kits to be listed and installed in accordance with their installation instructions. The 2017 NEC (Section 600.4) further requires retrofitted signs to bear a label identifying the kit provider and installer. In jurisdictions where the 2017 NEC is enforced, the presence of a label in accordance with section 600.4 should already be an indication that a complete listed kit is installed.

- 6- What if I cannot find the installation instructions?

The AHJ should first request a copy of the installation instructions from the sign owner, the sign installer or the kit provider. Another option is to consult the UL iQ database for Retrofit Sign Conversion Kits. The database has been enhanced to accommodate more information about UL Certified sign retrofit kits including a list of primary parts and optional information such as the kit manufacturer's website, contact information and/or a web link to the installation instructions. As a best practice, UL recommends that a copy of the installation instructions always be kept on file by the sign owner along with other warranty and maintenance documentation.

- 7- Should I ignore the Classification Mark if it appears on a component of a retrofitted sign?

No, unless the complete UYWU sign retrofit kit Certification Mark already appears on the installation instructions for the kit. The use of the traditional UYWU sign retrofit UL Classification Mark on sign retrofit kit components is being phased out, but there will be a transition period during which the Classification Mark on a component may be the only proof of Certification. Going forward, the primary method for identifying UL Certified sign retrofit kits will be to look for the UYWU Certification Mark on the kit's installation instruction. Until then, UL will issue periodic reminders to the AHJ community.

Manufacturers:

- 8- My retrofit kit consists of a single electrical component that can be used to retrofit different types of signs; why do I need installation instructions?

The installation instructions carry required identification and intended use information about the kit. ANSI/UL 879A, the standard for sign retrofit kits identifies the installation instructions as a mandatory component of the retrofit kit. A retrofit kit without installation instructions will



not be considered complete and will not be considered certified. Going forward, the complete UL Mark on the installation instructions will be the only method for identifying the kit as certified.

9- What are considered to be the primary components of an LED kit?

The primary components of an LED kit generally include the power supply or transformer, power supply or transformer enclosure, the LEDs and the LED mounting means. Common electrical installation accessories such as wire splice connectors, insulating tape and certain adhesives and silicone that are readily available to electricians may not be considered as primary components.

10- What if my installation instructions are printed on the packaging of the retrofit kit?

This may be acceptable if it can be determined that the packaging is designed such that the instructions can be easily preserved without damage after installation of the kit. The packaging would need to be sized to allow the installation instructions to be legible and to accommodate the minimum size of the UL Certification Mark.

11- Why is UL asking me to comply with flexible shipment requirements if all my retrofit kit components are already UL certified?

The flexible shipment option will allow you to specify certain components without shipping them with the kit's installation instructions. The retrofit kit design will only be valid if these components continue to be available under the same model number and with the ratings as described in the installation instructions. The flexible shipment option will be used to verify continued certification and suitability of components that may not be present at the factory for review with the installation instructions. Note: In all cases the installation instructions and any separable labels must be available for inspection at the authorized kit factory.

12- Now that the kit Certification Mark will appear on the installation instructions, will I still be permitted to only include one set of installation instructions with a bulk shipment?

Yes. However, the retrofit kit manufacturer will be responsible for providing additional copies that may be required as evidence of Certification.

13- I would like to take advantage of the flexible shipment option, but one of the primary components used in my kits is not eligible for certification under an existing category. How can I comply?

If a primary component of the kit cannot be covered under an established UL product category, the component may be evaluated for use only as part of the retrofit kit and be eligible to bear an appropriate UL Recognition Mark. Consult with your UL Project Engineer for details.



14- I would like to start taking advantage of the flexible sign retrofit kit shipment program immediately; do I have to wait to be contacted through the file review process?

No, you can initiate a request to have your updated installation instructions reviewed for compliance with the flexible shipment option requirements immediately.

15- I already have a UL Mark on my installation instructions, so I'm already compliant with this change, correct?

No, the UL Certification Mark for sign retrofit kit has been revised and the complete new Mark will need to be included in your installation instructions after the design has been reviewed and approved by UL.

16- What is the process for designing my new Mark and receiving approval?

You first need to access the [UL Marks Hub](https://markshub.ul.com/) at <https://markshub.ul.com/> to design the new Mark for your products. The design process will include a review and approval of the final layout. You will be authorized to begin printing the new Mark on your installation instructions after receiving an approval email from UL that may include additional instructions

17- I always ship my kits complete with all the components required by the installation instructions; how will this Certification Mark change affect me?

It is still a requirement that UYWU manufacturers are responsible for providing the complete kit as one shipment unless they are using the flexible shipment option. The only change for manufacturers who provide the complete kit in one shipment will be that the Certification Mark should now only appear on the installation instructions.