

# FORM CF-TAB | CHAPTER RECOMMENDATION FOR FIRM CERTIFICATION IN TESTING, ADJUSTING AND BALANCING OF ENVIRONMENTAL SYSTEMS



FIRM

Firm Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City
State
Country
Zip/Postal Code

Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website Address: \_\_\_\_\_

CERTIFIED PROFESSIONAL

Designated CP Name: \_\_\_\_\_ Certification Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

City
State
Country
Zip/Postal Code

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date submitted to Chapter for review: \_\_\_\_\_

NEBB Chapter: \_\_\_\_\_

**The Chapter has verified that the Firm:**

- Has maintained a reputation for responsible performance       Has paid applicable fee
- Possess the current edition of the TAB Procedural Standard       Is in good standing with the local chapter

**This recommendation is submitted on behalf of the Chapter Board of Directors by:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Chapter Technical Committee Chairman)

Print Name: \_\_\_\_\_

**FOR NEBB USE ONLY**

Date Received: \_\_\_\_\_ Date Shipped: \_\_\_\_\_

Notes: \_\_\_\_\_ Firm Cert: \_\_\_\_\_



## NEBB ARBITRATION AGREEMENT

**An Authorized Officer of the Firm shall read and agree to the Arbitration Agreement stated below.**

Agrees that, if the firm fails to attain certification or, if certified, certification is subsequently suspended or terminated, all claims, controversies or disputes of any kind whatsoever arising from such failure, suspension or termination shall be resolved and settled by arbitration administered by the American Arbitration Association under its Commercial Arbitration Rules, including its Rules for Emergency Measures of Protection (to the extent that such Commercial and Emergency Rules are not amended or superseded by this provision). The firm further agrees that an interim or final order or judgement on any order or award rendered pursuant to those Rules may be entered in any court having jurisdiction to do so (FOR PURPOSES OF JURISDICTION, THE FIRM CONSENTS TO PERSONAL JURISDICTION AND VENUE IN THE UNITED STATES DISTRICT COURT FOR THE DISTRICT OF MARYLAND OR THE CIRCUIT COURT FOR MONTGOMERY COUNTY MARYLAND). The arbitration shall be conducted and decided by a single arbitrator. The locale of the arbitration shall be in Washington, D.C. or its metropolitan area. Any judicial proceeding that the firm or NEBB institutes, in aid of arbitration or otherwise, shall be instituted in the United States District Court for the District of Maryland or the Circuit Court for Montgomery County, Maryland. The firm further agrees that all claims, controversies or disputes shall be submitted to arbitration as provided for herein no later than thirty (30) days after the firm has been notified of said failure, suspension or termination (which such notification shall be deemed to have been made as of the date on which it was delivered to the firm by certified U.S. mail, email or facsimile transmission). If the firm does not submit any claim, controversy or dispute that this provision covers to arbitration within said thirty (30) days, the firm hereby acknowledges that it HAS IRREVOCABLY WAIVED, ABANDONED AND RELEASED ANY SUCH CLAIM, and CONTROVERSY OR DISPUTE.

**Firm Name:** \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print Name/Position

\_\_\_\_\_  
Date



# NEBB CODE OF BUSINESS ETHICS

This form needs to be completed by an Authorized Representative of the Firm **and** the Designated Certified Professional

Each NEBB Certified Firm and designated NEBB Certified Professional shall not act in any manner that detracts from the reputation of NEBB for certifying Firms and certifying Professionals who provide quality service, in accordance with NEBB Standards, in a timely and professional manner or in any other such manner that is, likewise, not in the best interest of NEBB.

The designated NEBB Certified Professional shall ensure that the NEBB Certified Firm only performs work, which that person can adequately supervise, and the designated NEBB Certified Professional must have the authority to manage all aspects of a Firm’s work, ensure quality work is performed on a timely basis.

- I. NEBB Certified Firms and the designated NEBB Certified Professional shall:
  - a. perform their work in accordance with the current NEBB Procedural Standards.
  - b. prepare details reports, which are accurate and reliable and which are prepared under the direct supervision of a NEBB Certified Professional and in accordance with the appropriate and current NEBB Procedural Standards
  - c. report all equipment and system deficiencies, which prevent them from completing their work and preparing a final report, specifically and expressly noting in any preliminary report that it is preliminary and not final and not sealing any such report
  - d. report and address problems, if encountered, and when a problem exists, notify appropriate project personnel by providing input as to the cause of the problem and recommend possible solutions
  - e. perform their services professionally and with respect for the client’s property and personnel
  
- II. Certification of a NEBB Certified Firm and certification of the designated NEBB Certified Professional may, in accordance with provisions and procedures set forth in NEBB’s Operational Procedures, be suspended or terminated for, among other, the following reasons:
  - a. failure to pay annual fees and/or recertify, as provided, in the NEBB Bylaws and Operational Procedures
  - b. failure to abide by the provisions of NEBB’s Bylaws and its Operational Procedures
  - c. conduct by a NEBB Certified Firm or NEBB Certified Professional, which, as found by the NEBB Board of Directors, is not in the best interest of NEBB
  
- III. No person who is a local chapter or national official, officer or committee member shall use information gained in that capacity for any purpose other than performing the responsibilities of that person’s position. Use of such information for any other purpose is grounds for suspension or termination of any NEBB certification held by that person and, in circumstances where such use is done with the knowledge of an owner, directly or indirectly, of a NEBB Certified Firm, for suspension or termination of that Firm’s certification.

The undersigned, by their signatures below, acknowledge having read the foregoing NEBB Code of Business Ethics, acknowledge that they fully understand its content and agree to follow the NEBB Operational Procedures and the Code of Business Ethics.

\_\_\_\_\_  
Signature of designated NEBB Certified Professional

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Signature of Firm Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

Firm Name: \_\_\_\_\_

REQUIRED TESTING, ADJUSTING AND BALANCING OF ENVIRONMENTAL SYSTEMS INSTRUMENTS - Procedural Standard 2015 Eighth Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Rotation Measurement	0 to 5000 RPM	± 2% of reading ± 2RPM	1 RPM	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
<b>Temperature Measurement</b>					
Air	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	<b>THERMOMETER:</b>	
				Mfr. / Model Number:	Calibration Date:
	- 40 to 115° C (SI)	± 0.5% of reading + 0.8° C (SI)	0.1° C (SI)	<b>PROBE:</b>	
				Mfr. / Model Number:	Calibration Date:
Immersion	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	<b>THERMOMETER:</b>	
				Mfr. / Model Number:	Calibration Date:
	- 40 to 115° C (SI)	± 0.5% of reading + 0.8° C (SI)	0.1° C (SI)	<b>PROBE:</b>	
				Mfr. / Model Number:	Calibration Date:
Contact	- 40 to 240° F (IP)	± 0.5% of reading + 1.4° F (IP)	0.2° F (IP)	<b>THERMOMETER:</b>	
				Mfr. / Model Number:	Calibration Date:
	- 40 to 115° C (SI)	± 0.5% of reading + 0.8° C (SI)	0.1° C (SI)	<b>PROBE:</b>	
				Mfr. / Model Number:	Calibration Date:

Firm Name: \_\_\_\_\_

REQUIRED TESTING, ADJUSTING AND BALANCING OF ENVIRONMENTAL SYSTEMS INSTRUMENTS - Procedural Standard 2015 Eighth Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
<b>Electrical Measurement CAT III True RMS</b>					
Volts	0 to 600 VAC	± 2% of reading ± 5 digits	1.0 Volt	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Amperes	0 to 100 Amps	± 2% of reading ± 5 digits	0.1 Ampere	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Air Pressure Measurement	0 to 10.00 in w.g. (IP)	± 2% of reading ± 0.001 in w.g.	0.001 in w.g. ≤ 1 in w.g. (IP) 0.01 in. w.g. > 1 in w.g. (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 2,500 Pascals (SI)	± 2% of reading ± 0.25 Pascals	0.25 Pascals ≤ 250 Pascals (SI) 2.50 Pascals ≤ 250 Pascals (SI)	Serial Number:	
Air Velocity Measurement Hot Wire Anemometer OR Airfoil with Digital Meter	50 to 3,900 fpm (IP)	±5% of reading not less than ± 7 fpm (IP)	1.0 fpm (IP)	Mfr. / Model Number:	Calibration Date:
	0.25 to 20 m/s (SI)	±5% of reading not less than ± 0.5 m/s (SI)	0.005 m/s (SI)	Serial Number:	
Air Velocity Measurement Rotating Vane	50 to 2,500 fpm (IP)	± 2% of reading ± 4 fpm (IP)	1.0 fpm (IP)	Mfr. / Model Number:	Calibration Date:
	0.25 to 12.5 m/s (SI)	± 2% of reading ± 0.02 m/s (SI)	0.005 m/s (SI)	Serial Number:	
Humidity Measurement	10 to 90% RH	± 3% RH	1.0%	Mfr. / Model Number:	Calibration Date:
				Serial Number:	
Direct Reading Hood	100 to 2000 cfm (IP)	± 5% of reading ± 7 cfm (IP)	Digital: 1 cfm (IP) Analog - Not Applicable	Mfr. / Model Number:	Calibration Date:
	50 to 1,000 L/s (SI)	± 5% of reading 3 L/s (SI)	Digital 0.5 L/s (SI) Analog - Not Applicable	Serial Number:	

Firm Name: \_\_\_\_\_

REQUIRED TESTING, ADJUSTING AND BALANCING OF ENVIRONMENTAL SYSTEMS INSTRUMENTS - Procedural Standard 2015 Eighth Edition					
FUNCTION	MINIMUM RANGE	MINIMUM ACCURACY	MINIMUM RESOLUTION	INSTRUMENT INFORMATION	Calibration Interval:
					12 Months
Hydronic Pressure Measurement	-30 in hg to 60 PSI (IP)	± 2% of reading ± 1 psi (IP)	0.5 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	-760 mm hg to 400 kPa (SI)	± 2% of reading ± 7 kPa (SI)	3.3 kPa (SI)	Serial Number:	
	0 to 100 PSI (IP)	± 2% of reading ± 1 psi (IP)	1.0 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 700 kPa (SI)	± 2% of reading ± 7 kPa (SI)	6.7 kPa (SI)	Serial Number:	
	0 to 200 PSI (IP)	± 2% of reading ± 1 psi (IP)	2.5 PSI (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 1,400 kPa (SI)	± 2% of reading ± 7 kPa (SI)	16.7 kPa (SI)	Serial Number:	
Hydronic Differential Pressure Measurement	0 to 100 in w.g. (IP)	± 2% of reading ± 2 in w.g. (IP)	1.0 in w.g. (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 25 kPa (SI)	± 2% of reading ± 0.5 kPa (SI)	250 kPa (SI)	Serial Number:	
	0 to 200 ft. w.g. (IP)	± 2% of reading ± 0.2 ft w.g. (IP)	1.0 ft w.g. (IP)	Mfr. / Model Number:	Calibration Date:
	0 to 600 kPa (SI)	± 2% of reading ± 0.5 kPa (SI)	3.0 kPa (SI)	Serial Number:	

**VERIFICATION OF INSTRUMENT RECORD - NEBB TESTING, ADJUSTING AND BALANCING OF ENVIRONMENTAL SYSTEMS  
FORM CF-TAB FIRM CERTIFICATION**

I certify that the firm (name): \_\_\_\_\_

- a. Owns all balancing instruments required for NEBB Certification, including those listed on this form.
- b. Has a sustained calibration and maintenance plan that conforms to NEBB guidelines, described in the current edition of the NEBB *Procedural Standards for Testing, Adjusting, Balancing of Environmental Systems*. Calibration of instruments as required by NEBB has been accomplished in accordance with that document.
- c. Has in its employ a designated NEBB Certified TAB Professional who has previously met the NEBB requirements for qualification.

Name Printed: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Authorized Representative of Firm)

**CHAPTER TECHNICAL COMMITTEE CONFIRMATION**

The required instrumentation as listed on this form were verified by me on: \_\_\_\_\_  
(date)

Signature: \_\_\_\_\_ Print name: \_\_\_\_\_  
(Chapter Technical Committee Representative)