

Title: Revised Approval Modification Program (RAMP) Application Procedure		
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Original Issue Date: 3/28/2000	Follow-Up Review Date: 09/01/2006	Revision Date: 08/26/2003
Signed: Steven J. Luzik		

## **Revised Approval Modification Program (RAMP) Application Procedure**

### **1. PURPOSE**

To instruct approval-holders how to apply for MSHA acceptance of proposed changes to the design of their approved, certified, accepted, or evaluated product.

### **2. SCOPE**

2.1. This document applies to MSHA approval-holders who request changes to the design of their product previously approved, certified, accepted, or evaluated per 30 CFR Parts 7, 18, 19, 20, 22, 23, 27, and 36.

2.2. This program replaces the SNAP and SRA Programs.

### **3. REFERENCE**

APOL 1009 Application Cancellation Policy

### **4. APPLICATION PROCEDURE**

4.1. Applicant submits an application letter that includes the following information:

- 4.1.1. Name and address of the approval-holder and the person requesting the changes;
- 4.1.2. Model number(s) or other designation for the product;
- 4.1.3. MSHA approval, certification or evaluation number(s) and investigation number(s) assigned to the product and the extension of approval, certification, or evaluation number(s) covered by this application;
- 4.1.4. Name, telephone number, and e-mail address of the person MSHA can contact regarding the application;
- 4.1.5. Description of each proposed change to the design of the product;
- 4.1.6. Six digit number the Applicant assigns to identify the application; and,

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- 4.1.7. Statement authorizing an expenditure of at least \$500 (\$800 for RAMP applications submitted for intrinsically safe (IS) instruments) to process the application.
- 4.2. Applicant submits drawings and specifications, sufficient in number and detail, to fully describe the proposed changes to the product. These drawings may not have pen and ink notations. However, the Applicant is encouraged to submit marked up copies of drawings currently on file at MSHA to show the proposed changes to the product.
- 4.3. The Applicant submits a list of the drawings submitted with the application that includes the following information for each drawing:
  - 4.3.1. drawing title;
  - 4.3.2. drawing number;
  - 4.3.3. revision number or revision date; and,
  - 4.3.4. status of the drawing (i.e., new, revised, or currently on file at MSHA)
- 4.4. The application may be submitted to MSHA either by:
  - 4.4.1. mail to:

MSHA Approval and Certification Center  
Attention: IPSO  
Box 251 Industrial Park Road  
Triadelphia, WV 26059
  - 4.4.2. FAX to: 304-547-2044
  - 4.4.3. e-mail to: [IPSO@dol.gov](mailto:IPSO@dol.gov)
  - 4.4.4. or, electronically using the MSHA A&CC dial-in server:

<http://www.msha.gov/techsupp/acc/application/online.htm>

If you file electronically, you must also e-mail our Information Processing Services Office (IPSO) ([IPSO@dol.gov](mailto:IPSO@dol.gov)) to notify them your application has been placed on the server and to verify the drawings have been submitted in a format we can view.

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4.5. Applicants may call the MSHA A&CC at 304-547-0400 for additional information concerning these procedures. Ask for the organization responsible for evaluating or testing the particular product type.

## 5. APPLICATION PROCESSING PROCEDURES

5.1. After MSHA receives the application, it will be reviewed and the maximum fee to process the application will be estimated. If this fee estimate exceeds the maximum amount pre-authorized in the application letter, MSHA will send the Applicant a request to authorize a revised fee estimate. If the Applicant does not authorize the revised fee estimate or does not return the fee authorization within the time frame specified in the revised fee estimate letter, the investigation of the application will be cancelled.

5.2. The MSHA Investigator assigned to evaluate the application will review the application and contact the person designated in the application letter to discuss any discrepancies. If necessary, the Applicant will receive a letter listing the additional documentation or components for test necessary to continue the investigation. If the Applicant does not resolve all of the discrepancies listed in the letter within the time specified in the letter, the investigation of the application will be cancelled per MSHA A&CC APOL1009 "Application Cancellation Policy."

5.3. The Applicant will be notified of all test failures and of all discrepancies resulting from the inspection and evaluation of the product.

5.4. After there are no outstanding discrepancies and the product meets all of the applicable requirements, MSHA will send the Applicant a RAMP acceptance letter acknowledging the changes made to the product and listing the drawings on file at MSHA that were added or revised by the changes.

5.5. The Applicant will receive an invoice for the cost of the investigation after the investigation is completed.

## 6. REVIEW

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This document will be reviewed by the follow-up review date.

## 7. RESPONSIBILITY

The approval-holder is responsible for submitting the application package and providing MSHA with all additional information requested to process the RAMP application.

## 8. DISTRIBUTION

All A&CC investigators and approval-holders of mining products.

## 9. AUTHORITY

Chief, MSHA Approval and Certification Center