

## FSTL External Customer Testing Guidelines

Please read and use the following steps in order ensure your testing with FSTL progresses smoothly. Use the FSTL contacts list below to direct you do the appropriate lab personnel during this process. Also see attached drawings for specific information.

To schedule a test, [Form 16 - External Customer Artifact Test Request Work Order Form](#) found here [<http://www.freedmanseating.com/fstl/documents.htm>] will need to be filled out by the customer for each test (6 tests = 6 work order forms), providing as much information as possible (i.e. hardware to secure seats, torques, floor and wall reinforcements) on the form.

1. Provide a layout drawing of the test fixture that indicates the overall dimensions of the test fixture as well as showing where the seats will be mounted. **Note: Dimensions of the test fixture may not exceed 8.5' wide by 10' tall by 18' long and/or exceed 4,200 lbs.**
2. Test fixtures (i.e. vans) shall not have any glass, dashboard, gas tank or engine but will require a frame. **Note: The front end of some test fixtures may need to be cut behind the driver's seat to reduce the overall length of the test fixture.**
3. A test fixture that is representative of a vehicle must be mounted on 2 rigid beams (approx. 6-8" tall), spaced 3 to 6 ft apart and extending approx. 1' in front and behind the fixture. **Note: All test fixtures shall arrive for testing with the seats installed unless other arrangements were made before hand.**
4. To provide enough time for customer installation of seats prior to submittal of the test fixture, the seats should be ordered 4 weeks prior to actual date of tests.
5. This can be done in 2 different ways. The first is to contact [Ted.Kolar@freedmanseating.com](mailto:Ted.Kolar@freedmanseating.com) of the test department, who will place the order and have the seats sent to the customer. The second is to contact FSC sales directly and place the seat order themselves. **Note: When placing the sales order always indentify to FSC sales that these seats are for testing purposes.**
6. Test fixtures should be scheduled by the customer to arrive at Freedman on Friday the week before testing begins. **Note: Freedman Shipping Hours: Shipping-8:00 am to 5:00 pm - Recieving-8:00 am to 1:00 pm**
7. FSTL's position is that there is no substitute for the customer's insight into their own vehicle and strongly suggests that customers have an engineering representative present during the testing should any issues arise the day of setup and testing.
8. For FMVSS 207 tests, the highest configured weight of the seat (i.e. arms, grab handle...) will be used to calculate applied test loads.
9. After the completion of tests, the customer shall be responsible to arrange within 1 week for the pickup of the tested fixture and ensure a bill of lading is provided. Post test, should the customer decide not to have the test fixture returned to them, FSC will arrange for the disposal of the fixture. The customer will be responsible costs associated with that action.

**The customer has read, understood and agrees to the above guidelines.**

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

### FSTL Contacts:

**Ted Kolar** [ted.kolar@freedmanseating.com](mailto:ted.kolar@freedmanseating.com) Pre-test contact. Test Requests, Test Setup, testing plan, and vehicle section verification. Vehicle section shipping and receiving and Ordering Seats for Testing.

**Dave O'Malley** [david.omalley@freedmanseating.com](mailto:david.omalley@freedmanseating.com) during test contact. Questions regarding test standards, test procedures, deviations to requests, modifications to vehicle and testing plan.

**Miguel Flores** [miguel.flores@freedmanseating.com](mailto:miguel.flores@freedmanseating.com) during testing contact. Performing Tests, questions regarding test standards, test procedures, & conducting tests.

**Dave Klopp** [dave.klopp@freedmanseating.com](mailto:dave.klopp@freedmanseating.com) Manager of Test Lab.

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