Testing Information Management System (TIMS)
Applicant Overview / User Guide

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COMPLIANCE TESTING PROGRAM

The Testing Information Management System (TIMS) is your first step to participating in the National Institute of Justice (NIJ) Compliance Testing Program (CTP).

- NIJ establishes standards for body armor and sponsors the CTP.

- The Criminal Justice Testing & Evaluation Consortium (CJTEC) is the administrator of the NIJ CTP.

- TIMS is the online tool manufacturers use to submit and track applications and supporting documentation to test ballistic body armor models through the NIJ CTP.

If you are a manufacturer, TIMS guides you through the process of applying to participate in the CTP.

- It shows you step-by-step how to submit ballistic body armor for testing and certification.

- It allows you to monitor the progress of your ballistic body armor models through the system.

TIMS Overview

TIMS is your electronic portal — the first step in getting a product approved by NIJ.

- It is a tool for tracking the progress of your product as it goes through the compliance testing process.

- It facilitates effective and efficient communication with labs, alleviating excessive back and forth.

- It is a paperless, electronic record keeper.

Using TIMS:
Getting Started

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Using TIMS: Getting Started

The TIMS database is user friendly. Here's how you get started:

- Click on this link:
  [Access TIMS](#)

- You will be prompted to fill in information about your company, its contacts, location, signatories, authorized representatives, acknowledgments and other pertinent information.

Using TIMS: Getting Started

To begin:

- Fill out the Applicant Information.
- Complete the section on Signatories Information.
- Provide the necessary Authorized Representatives.

Using TIMS: Getting Started

- The next step is to click "*Submit Applicant Registration*" to send the information to the NIJ CTP.

- You will then receive a web link to TIMS though your registered email account.

- Open the web link and click on "Create Profile" to create your unique username and password.
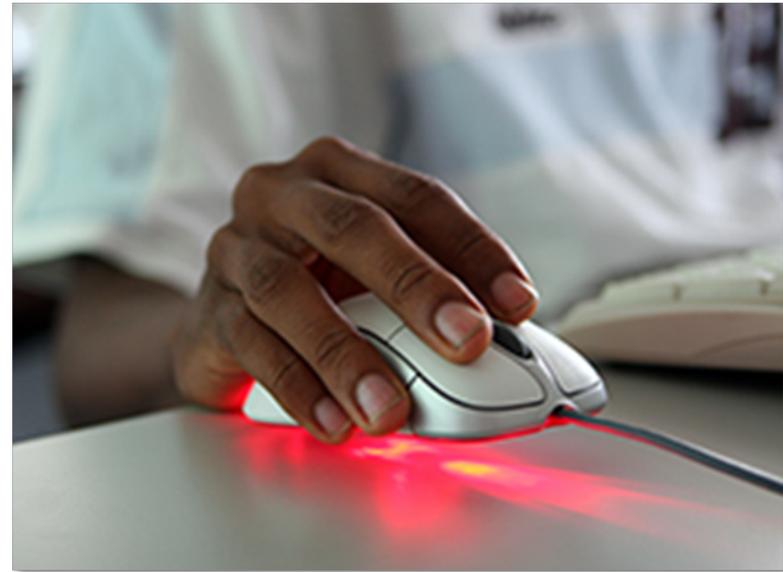
Using TIMS: Getting Started

Log back into TIMS and complete the e-signature agreement. Here's how:

- Download the e-signature file and save it (use "save as") in a convenient location.
- Upload it to TIMS by clicking the "Browse" button.
- Check the box marked *"The applicant agrees to terms of the agreement."*

Once you have checked the box, electronically sign the document.
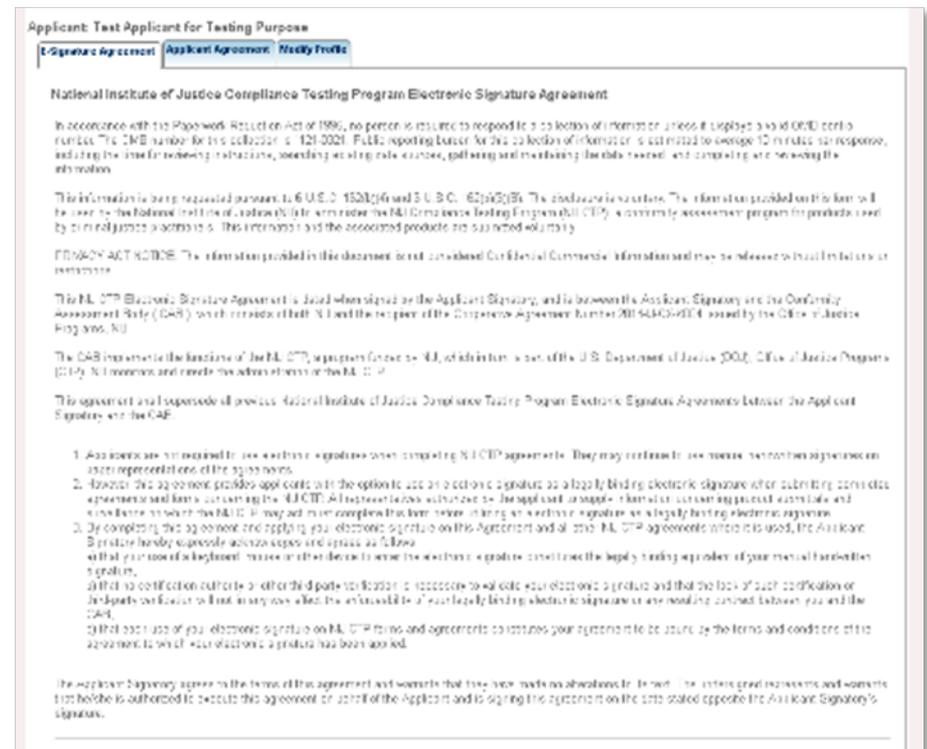
*Note: A user cannot navigate away from this page until it has been completed.

Using TIMS:
Applicant Agreements

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Applicant Agreement:

Next, you will be prompted to review and sign the Applicant Agreement.

Please note that:

- The Agreement contains requirements for participating the NIJ CTP and includes applicants' use of the Mark for ballistic-resistant body armor.

- Applicants are encouraged to review the NIJ CTP Product Conformity Assessment System General Requirements and the NIJ CTP Ballistic Body Armor Scheme documents. Find both documents here:
Conformity Assessment Documents

Applicant Agreement:

After carefully reviewing the NIJ CTP Conformity Assessment and Scheme Documents:

- Electronically sign the Applicant Agreement and check the box marked, *"The applicant agrees to terms of the agreement."*
- You will now be prompted to return to the application form, populated with the information you filled out previously.
- Complete the rest of the form.
- Submit it.

Using TIMS:
Submitting Armor Models for Testing

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Submitting Armor Models for Testing:

Once you are a registered Applicant in TIMS, to begin the process of submitting a ballistic-resistant armor model for testing in accordance with *NIJ Standard-0101.06*:

- Go to the Dashboard.

- Click on *Submit New Model* at the top of the page.

- You will then see five tabs; Fill them out in order.

Submitting Armor Models for Testing:

Submit information using the following five tabs:

- Section 1:
  Construction Information

- Section 2:
  Location Notification

- Section 3:
  Listee Notification

- Section 4:
  Shape/Size

- Section 5: Agreement/
  Submit the Model

Submitting Armor Models for Testing:

Section 1: Construction Information Tab

This tab serves as the build sheet for the ballistic body armor model you intend to submit to the NIJ CTP for testing. On this form, complete all information requested regarding the:

- Threat level of the armor.

- Gender.

- Ballistic warranty period.

Submitting Armor Models for Testing:

Section 1: Construction Information Tab (continued)

- NIJ approved laboratory chosen to conduct the testing.

- Test carrier information.

- Assembly of the armor and the materials of construction. Please remember to upload a materials specification sheet for **each** material identified.

Submitting Armor Models for Testing:

Section 1: Construction Information Tab (continued)

Special Note on Materials:

- When you provide the information regarding the materials used in a particular ballistic body armor model, this information is saved in the system. It creates a library of materials you have submitted for your future use.

Submitting Armor Models for Testing:

Section 2: Location Notification Tab

- On this tab, please identify **all** manufacturing locations where you intend to produce this model. This is critical for the Follow-up Testing and Inspection (FIT) process.

- Read and electronically sign the document at the bottom of the page.

Submitting Armor Models for Testing:

Section 3: Listee Notification Tab

- On this tab, please identify **all** listed companies that will be associated with the body armor model.

- Read and electronically sign at the bottom of the page.

Submitting Armor Models for Testing:

Section 4: Shape/Size Tab

- On this tab, please upload documents that identify the sizes and outer perimeter armor shapes that will be in production for this armor model.

- Once completed, read and electronically sign at the bottom of the page.

Submitting Armor Models for Testing:

Section 5: Body Armor Agreement Tab

- On the fifth and final tab, please read, check the appropriate options and sign at the bottom of the page.

- Once the page is signed, a review page will appear that gives you the option to print and review everything you have entered to ensure that it is accurate.

- Once you have reviewed, please click the "Submit the Model" button at the bottom of the page.

Completing the Model Submission Process

After you have filled in the information in each of the five tabs and hit "Submit the Model", the CTP staff receive your application and review it.

- If there are any omissions or further information is required, you will be notified with an explanation of why your application has been rejected, and what actions you need to take to correct the submission.

- If you successfully submitted the model, you will receive a message that states: "*Thank you for submitting your model information. National Institute of Justice's Compliance Testing Program (NIJ CTP) will review it and inform you of their decision on the approval.*"

Model Test ID's and Sending Samples to Laboratories

When your information is complete and accepted, you will receive a notification with a Test ID number. This Test ID number will track your model through the entire testing process.

- Once you receive your Test ID number, you will be notified that action is required.

- You will be prompted to enter the date you sent the model to the lab.

- Your submission will now be in the "Model In Process" category.

Monitoring the Testing Process in TIMS

- TIMS is the most efficient tool that you can use to monitor the testing process from start to finish. You can use the Dashboard to monitor the progress of your submission, check on workflow status or request a change throughout this process.

- Depending on lab workload and other variables, the entire process can take approximately 90 to 120 days.

Approval and Listing Process

Model Review and Approval / Listing Process

- After your model successfully completes the testing process at the laboratory, the laboratory will send samples of your model and the compliance test report to the CTP for review. CTP staff will review the test report and samples and prepare their report for NIJ's review. If approved by NIJ, it will be moved into the Approved Models category.

- You will receive a Letter of Compliance for the model. Additionally, you will be sent a file containing artwork for the NIJ Mark; use it in accordance with the terms and conditions in your Applicant Agreement.

- Your model will be listed on NIJ's CPL of models tested and found to comply with *NIJ Standard-0101.06*; as well as provided to the Bureau of Justice Assistance's (BJA's) Bulletproof Vest Partnership Grant Act program, to be included on the list of models eligible for funding under that program.

Conclusion / For additional assistance

Congratulations! You have successfully navigated the CTP process using TIMS.

Now you can submit new models as your company develops new products to assist criminal justice professionals with staying safe.

If you require further information or assistance regarding TIMS or the CTP, please contact the NIJ CTP at:

Email: bactp@nijctp.org
Phone: (919) 485-2717