[CompanyName]

Compliance Assurance Program

For

Modular Construction

Inspection and Evaluation Agency:

[Insert Inspection and Evaluation Agency Name and Address]

Management acceptance

This Quality Assurance Manual has been reviewed and accepted

Endorsed By: (Name / Title)	[PresidentName], President		
Signature:	*[PresidentName]*	Date:	[Date]

QUALITY ASSURANCE MANUAL TABLE OF CONTENTS

1. INTRODUCTION

This Quality Assurance Manual outlines the policies and procedures implemented by [CompanyName] to ensure compliance with 2021 ICC/MBI 1205 standards for modular construction. It serves as a reference guide for all employees, contractors, and stakeholders involved in our modular construction processes. The manual provides an overview of our quality management system and establishes the framework for maintaining consistent quality, safety, and environmental practices throughout our operations.

6. MODULAR CONSTRUCTION PROCESSES

6.1. MANUFACTURING PLANT LAYOUT

A schematic layout showing the physical arrangement of the manufacturing operations and clearly identified inspection and testing stations for mandatory inspections. The layout typically includes clearly marked zones for:

- Material receiving and storage areas
- Fabrication stations for modular components
- Assembly stations where modular units are constructed
- Testing and inspection stations strategically placed to verify product quality
- Storage areas for completed modules
- Loading and shipping docks for outgoing modules.

6.1.1. FLOOR PLAN

Diagram 1 includes a schematic plan of the modular construction operation showing location and testing stations for mandatory inspections.

Diagram 1.

[Insert Facility Floor Plan here – include zones listed above]

6.2. MODULAR CONSTRUCTION PROCESSES

Process Diagram

[Insert a flowchart/diagram or list of steps showing your modular construction processes and inspections. Include Material Inspections in addition to milestone inspections during the modular construction process]

6.3. PROCESS CONTROL STANDARDS

6.3.1. JOB-READY START WORK STANDARDS

Work on a work task starts only when conditions do not adversely impact quality, comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Assurance Program Manager identifies supplemental start-work requirements that apply to a specific project when they are necessary to assure quality results.

6.3.2. WORK IN PROCESS STANDARDS

Work is conducted only when conditions do not adversely impact quality; comply with government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Assurance Program Manager identifies supplemental work in process requirements that apply to a specific project when they are necessary to assure quality results.

6.3.3. PRESERVATION AND PROTECTION OF MATERIALS AND COMPLETED WORK

[CompanyName] will preserve and protect work in process, completed work, component parts, materials, and when applicable, delivery to the destination to maintain so that compliance with project requirements and standards. This includes handling, storage, protection from natural elements, and reducing risks of damage.

Completed work is protected from damage as specified by government regulations, contract technical specifications, industry standards, or product installation instructions.

The Quality Assurance Program Manager identifies supplemental protection requirements that apply to a specific project when it is necessary to assure quality results.

6.3.4. MATERIAL STORAGE

The Production Supervisor ensures all materials will be delivered, stored, and handled in a manner that protects them from damage, moisture, dirt, and intrusion of foreign materials.

Delivery of materials will be planned according to the work progress to minimize storage on site, where there are higher possibilities of damages and deterioration of materials.

Stored materials will be segregated to prevent cross contamination and limit losses should a delivery be rejected.

The Production Supervisor surveys stored materials during daily jobsite reviews and identifies any material that has incurred damage or otherwise become defective and therefore unfit for use.

6.3.5. CONTROLLED USE OF MATERIALS

The Production Manager ensures that contracts and purchase orders are awarded only to outside organizations qualified to perform the work task and/or supply materials as required for the specific project.

The Production Supervisor ensures that construction uses only materials specified in the contract technical specifications, contract drawings, and approved submittals. Substitutions are made only by agreement with the customer and documented by a change order (see section 2.1.3.6).

6.3.5.1. CONTROLLED PRODUCT USE AND INSTALLATION

[CompanyName] construction activities conform to manufacturers' product use and installation instructions that apply to the construction process.

When installing a product, the Production Supervisor has access to all applicable product installation instructions.

6.4. Testing Equipment Controls

6.4.1. Equipment Control, Maintenance, and Calibration Procedure

Purpose:

Ensure that all equipment used in testing and inspections is properly maintained, calibrated, and controlled to consistently provide accurate and reliable results.

Procedure:

- Identify and list all equipment requiring calibration, maintenance, and control.
- Establish calibration schedules clearly defining intervals for each type of equipment, based on manufacturer's recommendations and industry standards.
- Calibrate and maintain equipment according to documented procedures provided by the equipment manufacturer or authorized calibration service.
- Clearly label equipment to indicate the current calibration status, including date calibrated, due date for next calibration, and calibration certificate reference number.
- Immediately remove from service any equipment found to be out-of-tolerance or malfunctioning, clearly labeling the equipment as non-usable.
- Maintain comprehensive calibration and maintenance records, including calibration reports, maintenance logs, and records of repairs or adjustments.
- Conduct periodic internal audits of equipment calibration and maintenance records to verify compliance with established requirements.

6.4.2. Setup of Testing Devices

The Production Supervisor or qualified person will use the manufacturer's instructions to calibrate, set up, and utilize testing devices used for the inspection and testing of [ProductName].

Only personnel trained in the calibration, setup, and operation of testing equipment and devices will be authorized to perform these functions.

6.4.2.1. List of equipment used for testing

- UEI Manometer
- Klein ET600 Megger
- Klein Multi-meter
- Klein GFI tester

6.4.3. Equipment Control, Maintenance and Calibration Requirements

[CompanyName] uses equipment in the production, measuring and testing of its [ProductName].

For each type of equipment, the Quality Assurance Program Manager identifies:

- Restrictions for selection
- Limitations on use.
- National measurement standard
- Calibration procedure requirements including the calibration technique, frequency of calibration or conditions when recalibration is required.
- Maintenance procedure requirements including the maintenance techniques, frequency, or conditions when maintenance is required

The Production Supervisor ensures that production, measuring, and testing equipment is controlled, calibrated, and maintained. Maintenance and calibration will be performed by qualified personnel using a written procedure.

The Production Supervisor ensures that all maintenance and calibration procedures are traceable to national measurement standards.

To clearly define equipment that requires control, maintenance, and/or calibration and to keep records, the Production Supervisor follows SOP 10.1. Equipment Control, Maintenance and Calibration **Error! Reference source not found.** included in the Standard Operating Procedures & Forms section of the Quality Assurance Manual.

6.4.4. Equipment Maintenance and Calibration

The Production Supervisor is responsible for setting up any required equipment maintenance and calibration including contract maintenance.

Measuring and testing equipment used for inspections and tests will be calibrated annually or as required by the manufacturer.

Damaged, defective, or malfunctioning equipment will be recalibrated after repair and before equipment is placed back in service.

6.4.6. Verification of Equipment Maintenance and Calibration Prior to Use

The Production Supervisor or other qualified testing personnel are responsible for verifying that the equipment used for production and/or testing of [ProductName] is in good working condition and is up to date with its required maintenance and calibration services.

Depending on the equipment type, responsibilities may include:

- Verifying equipment function
- Zero out machine
- Verify Calibration (either per calibration program or actual measurements)

6.4.7. As-Found: Out-Of-Tolerance

Test equipment is considered out of tolerance when the equipment does not meet the manufacturers' published specifications which describe what type of behavior can be expected following a typical calibration interval.

If test equipment is deemed out-of-tolerance, the inspector follows SOP 12.2.4. Handling and Recording of Equipment Nonconformances in the Standard Operating Procedures section of this Quality Assurance Manual.

6.4.8. Maintenance and Calibration Records

A record of all production, measuring and test equipment that will be controlled, calibrated, and maintained is listed on the Controlled Equipment Calibration Plan and Log included in the Standard Operating Procedures & Forms section of this Manual.

The Quality Assurance Program Manager reviews the Controlled Equipment Calibration Plan and Log at least annually to ensure that measuring and test equipment is being calibrated as required and that proper records are being maintained.

The Controlled Equipment Calibration Plan and Log includes the following information:

- Type of equipment
- Serial number
- Calibration frequency
- Calibration tolerance
- Date calibrated
- Next calibration due date
- Standard used

Calibration records will be controlled and maintained in accordance with the Document Control procedures.

6.4.9. CALIBRATION SCHEDULE

The Production Supervisor maintains a calibration schedule for all measuring and test equipment using the Controlled Equipment Calibration Plan and Log “Next Calibration Due Date” field.

6.5. CONTROLLED EQUIPMENT AND MATERIAL PRODUCT USE

[CompanyName] activities conform to manufacturers’ equipment and product use and installation instructions that apply to the modular construction process.

When using a material product or production equipment, the Production Supervisor has access to all applicable product and equipment-specific instructions.

6.6. MATERIAL CONTROL PROCEDURE

Purpose:

Ensure that all materials used in manufacturing meet quality standards, specifications, and are handled appropriately to maintain integrity and suitability for use.

Procedure:

- Conduct inspections of all materials upon receipt to verify they match purchase orders and comply with specified quality standards.
- Clearly identify, mark, and segregate any nonconforming materials immediately upon detection to prevent accidental use.
- Store materials according to manufacturer's recommendations and industry standards to prevent damage, deterioration, and contamination.
- Perform regular audits of storage areas to ensure compliance with material handling and preservation requirements.
- Document and maintain detailed records of all material inspections, handling, storage practices, and audit findings for traceability and quality verification.

6.7. Packaging, Shipping, and Handling Procedures

Purpose:

Ensure modular units are adequately packaged, safely handled, and securely transported, maintaining product integrity from manufacturing to final delivery and installation.

Procedure:

- Develop packaging methods and materials designed to protect modular units from damage during handling, shipping, and storage.
- Clearly label all modular units with identification tags including the unit serial number, certification labels, and handling instructions.
- Verify that modular units are fully inspected and meet all quality standards before packaging and shipment.
- Use handling equipment appropriate for the size, weight, and sensitivity of modular units to prevent damage during loading, unloading, and transport.
- Conduct a documented inspection immediately before loading to confirm the integrity and condition of packaging and labeling.
- Ensure transportation arrangements comply with applicable regulations and standards for safety, securing loads, and preventing damage in transit.
- Document shipping records, including inspection results, transportation details, delivery destinations, and any incidents or damages occurring during transit.

6.8. Storage and Preservation of Completed Modules Procedure

Purpose:

Ensure the quality, integrity, and compliance of completed modular units during storage by preventing deterioration, damage, and contamination prior to delivery and installation.

Procedure:

- Identify appropriate storage locations that provide adequate protection from environmental factors (e.g., moisture, temperature extremes, UV exposure).
- Establish and document clear handling and storage requirements for modular units, consistent with manufacturer guidelines and industry best practices.
- Conduct periodic inspections (at defined intervals) of stored modular units, assessing condition and documenting findings.
- Immediately correct any conditions or issues identified during inspections that could compromise quality or lead to damage.
- Clearly label stored modules, maintaining identification tags and traceability, ensuring each unit can be quickly located and identified.
- Implement protective measures, including coverings, protective coatings, and supports as necessary, to maintain module integrity during storage.
- Maintain detailed storage records, documenting storage locations, duration, inspection results, and any corrective actions undertaken.

6.9. Safety and Environmental Compliance Procedure

Purpose:

Establish systematic processes for maintaining safety standards and ensuring environmental compliance throughout modular home manufacturing activities.

Procedure:

- Clearly identify and document safety requirements and environmental standards relevant to modular home production.
- Conduct regular safety audits at defined intervals to assess compliance with established safety protocols and identify potential hazards.
- Implement corrective and preventive actions promptly in response to safety audit findings, ensuring thorough documentation and verification of effectiveness.
- Train all employees, subcontractors, and suppliers in relevant safety protocols, safe work practices, emergency response procedures, and environmental compliance obligations.
- Maintain accurate records of all safety training, audits, incident reports, and corrective actions taken.
- Establish clear procedures for proper waste management, recycling, and disposal in compliance with regulatory requirements and industry best practices.
- Perform periodic environmental compliance audits, addressing and correcting any identified noncompliance issues promptly.
- Document environmental inspections, findings, corrective actions, and compliance status regularly, and review these records during management reviews.

8. NONCONFORMANCES AND CORRECTIVE ACTIONS

8.1. OVERVIEW

Should a nonconformance be identified by an inspection there is a systematic method to control the item, correct it, and ensure that modular construction quality is not adversely impacted by the event.

A nonconformance is any item that does not meet modular construction specifications or [CompanyName] Quality System requirements.

8.2. NONCONFORMANCES

8.2.1. MARKING OF NONCONFORMANCES AND OBSERVATIONS

When the Quality Assurance Program Manager, Production Manager, inspector, or customer identifies a nonconformance or an observation, the item is quickly and clearly marked by tape, tag, or other easily observable signal to prevent inadvertent cover-up.

8.2.2. CONTROL THE CONTINUATION OF WORK

After the item is marked, the Production Manager determines if work can continue in the affected area:

CONTINUE WORK: When continuing work does not adversely affect quality or hide the defect, work may continue in the affected area while the disposition of the item is resolved. The Production Manager may place limitations on the continuation of work.

STOP WORK ORDER: When continuing work can adversely affect quality or hide the defect, work must stop in the affected area until the disposition of the item resolved. The Production Manager identifies the limits of the affected area. The Production Manager quickly and clearly identifies the boundaries of the stop work area.

8.2.3. NONCONFORMANCE REPORT

8.2.3.1. RECORDING OF NONCONFORMANCES

If nonconformances or observed items exist by the work task completion inspection, the Production Manager or inspector records the nonconformances on a nonconformance report.

The Production Manager sends the nonconformance report to the Quality Assurance Program Manager.

8.2.3.2. QUALITY ASSURANCE PROGRAM MANAGER DISPOSITION OF NONCONFORMANCE REPORTS

When the Quality Assurance Program Manager receives a Nonconformance Report, he or she assesses the effect the reported nonconformance has on form, fit, and function. The Quality Assurance Program Manager may assign a disposition of either:

REPLACE: The nonconformance can be brought into conformance with the original specification requirements by replacing the nonconforming item with a conforming item.

REPAIR: The nonconformance can be brought into conformance with the original requirements through completion of required repair operations.

REWORK: The nonconformance can be made acceptable for its intended use, even though it is not restored to a condition that meets all specification requirements. The Quality Assurance Program Manager may specify standards that apply to the completion of rework. Rework nonconformances must be approved by the customer.

USE AS-IS: When the nonconforming item is satisfactory for its intended use. Any use as-is items that do not meet all specification the customer must approve requirements.

8.2.4. Correction of Nonconformances

The Production Manager verifies that corrective actions eliminate the nonconformance to the requirements of the original specifications or as instructed by the disposition of the nonconformance report, and then removes, obliterates, or covers the nonconformance marker.

Furthermore, the Production Manager ensures that previously completed work is reinspected for similar nonconformances and corrective actions are taken to avert future occurrences (see section 8.3 Corrective Actions).

8.3. Corrective Actions

8.3.1. Control of Corrective Actions

When a nonconformance is found, the Production Manager ensures that:

- Previously completed work is reinspected for similar nonconformances
- Corrective actions are taken to avert future occurrences

The Quality Assurance Program Manager identifies requirements for corrective actions with respect to frequency, severity, and detectability of quality nonconformances items found during and after completion of work activities.

When a solution requires changes to [CompanyName]' quality standards, the Quality Assurance Program Manager makes modifications as necessary by making changes to:

- Material specifications
- Personnel qualifications
- Subcontractor and Supplier qualifications
- Company standards
- Inspection processes

8.3.2. Corrective Action Training

The Production Manager initiates corrective action training to address quality nonconformances. Personnel and subcontractors and suppliers performing or inspecting work participate in the training.

Heightened awareness during quality inspections verifies and documents compliance with the corrective action improvement items. A qualified Production Manager inspects corrective actions during regular quality inspections and records observations on the quality inspection form.

The Production Manager notifies affected subcontractors and suppliers of selected preventive action training requirements.

The Production Manager evaluates the effectiveness of the improvements. The Quality Assurance Program Manager reviews improvement results recorded on quality inspection records and monthly field

12. RECORDS MANAGEMENT

[CompanyName] will keep specific prefabricated buildings documents and records of quality activities.

The Quality Assurance Program Manager ensures that records of the distribution of Quality System documents are kept. When new versions are distributed, obsolete versions are destroyed or controlled to prevent inadvertent use.

12.1. RECORD CONTROLS

The Quality Assurance Program Manager verifies records for conformance to the Quality System Requirements and approves all Quality System records.

Records demonstrating conformance with, and operation of the Quality System are retrievable for at least five years. The Quality Assurance Program Manager verifies records for conformance to the Quality System Requirements.

12.1.1. QUALITY SYSTEM RECORDS CONTROL

The Quality Assurance Program Manager verifies the completeness, accuracy, and retention of modular construction-specific Quality System records including:

- Annual reviews
- Quality improvement records

12.2. QUALITY RECORDS

Manufactured buildings quality records and documents are kept including:

- Plans,
- Inspection reports,
- Serial numbers of buildings,
- Insignias used,
- First destination of labeled buildings
- Inspection and test records
- Quality submittals to the customer

- Qualified subcontractor approvals
- Quality improvement records
- Quality records specified by customer contract, or contract technical specifications

The Quality Assurance Program Manager assigns record control responsibilities and document location that apply to a specific prefabricated buildings contract.

12.3. METHOD OF RECORDING AND STORING RECORDS AND DOCUMENTS

Quality records will be stored in the file storage area of the modular construction office.

Paper records are scanned into electronic format and the original is stored in a file system. Electronic record files are stored in a file system on a computer in the modular construction office.

Quality Records will be maintained for a minimum of five years or more as specified by modular construction specifications, or by the Quality Assurance Program Manager for specific modular construction. Manufactured building contract quality records will be accessible to the departments and personnel who need them during the modular construction process.

13. Certification Labels and Specification Sheets

13.1. Certification Labeling and Serial Number Control and Traceability Procedure

[CompanyName] will maintain quality control procedures and quality control testing for all approved manufactured buildings in accordance with the requirements specified in the [CompanyName] approved compliance assurance program that is documented in the [CompanyName] Quality Assurance Manual.

13.1.1. Procedure:

1. When certification labels are received, the responsible person adds the quantity received, label identifier, and date received to the Certification Label Receipt form.
2. Certification labels are stored in their original condition, in a suitable environment to prevent damage, deterioration, and loss.
3. When a certification label is required for attachment to a building system or module, the Quality Assurance Program Manager adds the building system/module serial number to the label and completes the label with all required information.
4. The assigned serial number(s) are then added to the appropriate column on the Serial Number and Certification Label Control form.
5. The Quality Assurance Program Manager or other authorized person must sign the appropriate column on the Serial Number and Certification Label Control form to ensure that only approved buildings systems or modules receive a certification label.

Each certification label will include the following information:

- "This label certifies that this building has been manufactured in accordance with an approved building system and compliance assurance program under the auspices and approval of the Industrialized buildings Commission."
- Label serial number.
- The words, "See Data Plate."

A Certificate Label Receipt Form and Serial Number and Certification Label Control Form are included in the Forms section of this Manual

13.2. Data Plate

The Production Manager ensures that a Data Plate is permanently attached to each manufactured building in a visible location as shown on the approved system documentation. Information will be typewritten on a smudge proof; permanent manufacturer's data plate located in the vicinity of the certification label and include the following information:

- Name and address of manufacturer
- Serial number/ Manufacturer's plan approval designation (model/number/name)

- Certification label number(s) / Third party label number(s)
- Construction classification
- Occupancy classification (use group)
- Seismic zone
- Wind velocity load
- Roof and floor live load
- Fire rating for exterior walls
- Thermal transmittance (Uo) and resistance (R) values
- Date of manufacturer
- Name and date of building code(s) complied with

13.3. Location of Certification Label (Insignia of Certification) and Data Plate

The Certification Label and the Data Plate will be located in the kitchen sink base cabinet, which will be readily accessible, visible, and identified on floor plans.

13.4. Serial Numbering System

All [CompanyName] units will be marked with an alpha numeric serial number. At the beginning of the production process, serial numbers will be attached to the bottom of an outside LVL on each unit.

The serial numbering system is as follows:

- Year and Month at start of unit construction
- Model abbreviation that corresponds to the modular unit
- Alphabetical character that corresponds to the modular unit
    - A, B, C, D, etc.

18. FORMS

[CompanyName]
Material Inspection and Receiving Report

Product ID	Product Name	Purchase Order No.	Supplier	Bill of Lading No.	Date

Item No.	Stock/Part No.	Description	Quantity Received	Condition	Marking	Accept	Conditional Use	Reject
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐
						☐	☐	☐

Receiving Quality Control

ACCEPTANCE

Listed items have been accepted by me or under my supervision

☐Conform to contract specifications EXCEPT as noted herein or on supporting documents.
☐Received in apparent good condition EXCEPT as noted

Signature of authorized person and date: _____

EXCEPTIONS:

[CompanyName]
Inspection and Test Report

Inspection Report ID #	Product ID	Product Name	Preparer Signature	Date

Work Activity:	Item inspected and/or tested:

Ref#	Specification reference documents (titles or description with version/date)

Inspection/Test Record (additional items on next page)

Inspection/ Test/ ID #	Inspection/Test Points/Location	Acceptance Criteria / Ref#	Test Result, Nonconformance	Non-conformance Disposition rework/reject/Non-conformance Report	Corrections Made / Final Acceptance	
					Initial	Date

Acceptance of completed work activity (sign and date)

Inspector/Tester	Subcontractor and Supplier/Supplier	Production Manager

Electric-Hot Final QC Checklist

Community:	Lot:	P.O.#:	Subcontractor:	Crew:

Verification of Compliance with Quality Program Requirements

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with required material inspection and tests
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with Task completion inspections and tests
- ☐ Compliance with safety policies and procedures

Notes: Nonconformances, incomplete items, observations, and corrections:

FTQ	2TQ	*Checkpoints*
☐	☐	Ensure all neutrals are tied into the neutral bus with one wire per terminal. No Exceptions
☐	☐	Ensure a maximum of two ground wires of the same gauge are tied into to ground bus in the main panel.
☐	☐	All Fixtures have Bulbs Installed
☐	☐	Check All G.F.I.GÇÖs are Operating Properly
☐	☐	Check All Exhaust Fans are Operating Properly
☐	☐	Check All Light Fixtures are Operating Properly
☐	☐	Completely hot check

Scores and Completion Sign-off

Inspection-5051

Quality **5 4 3 2 1** *Notes:*

On-Time **5 4 3 2 1** *Notes:*

Sign and date*: Cell # / ID #: _____ Signed: _____ Date: _____

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

Quality Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2 = 6+ or major problems*	*1 = Excessive problems*
On-Time Score	*5 = On Time*	*4 = Late*	*3 = Late by 1 day*	*2 = Late by 2 days*	*1 = Late more than 2 days*
Safety Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2= 4+ or major problem*	*1= Injury*

Flooring-Ceramic Tile Installation QC Checklist

Community:	Lot:	P.O.#:	Subcontractor:	Crew:

Verification of Compliance with Quality Program Requirements

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with required material inspection and tests
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with Task completion inspections and tests
- ☐ Compliance with safety policies and procedures

Notes: Nonconformances, incomplete items, observations, and corrections:

FTQ	2TQ	*Checkpoints*
☐	☐	Clean tile - no haze
☐	☐	Tile alignment consistent within 1/16."
☐	☐	Door jambs cut neatly - 1/16 in. gap max
☐	☐	Tile caulked at inside corners (not grouted)
☐	☐	Floor tile free of hollow pockets
☐	☐	Grout lines straight and uniform width
☐	☐	Tile Not Further Than 1/8GÇ¥ From Finished Walls
☐	☐	Floor to Tub Joint Caulked
☐	☐	No Residual Mess in Tubs, Shower or Cabinets
☐	☐	Extra tile and grout left on the landing in the attic area for future repairs

Scores and Completion Sign-off

Inspection-5051

Quality **5 4 3 2 1** *Notes:*

On-Time **5 4 3 2 1** *Notes:*

Sign and date*: Cell # / ID #: _____ Signed: _____ Date: _____

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

Quality Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2 = 6+ or major problems*	*1 = Excessive problems*
On-Time Score	*5 = On Time*	*4 = Late*	*3 = Late by 1 day*	*2 = Late by 2 days*	*1 = Late more than 2 days*
Safety Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2= 4+ or major problem*	*1= Injury*

HVAC-Rough In QC Checklist

Community:	Lot:	P.O.#:	Subcontractor:	Crew:

Verification of Compliance with Quality Program Requirements

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with required material inspection and tests
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with Task completion inspections and tests
- ☐ Compliance with safety policies and procedures

Notes: Nonconformances, incomplete items, observations, and corrections:

FTQ	2TQ	*Checkpoints*
☐	☐	Combustible appliance ventilation has a minimum of 1" clearance from all combustibles.
☐	☐	Condensate line has insulation all the way down to the top plate to prevent condensation issues.
☐	☐	Condensate lines have a minimum of 1/4"/ft. of fall and are supported at intervals less than 4ft.
☐	☐	Strapping material fastened with pan-head screws anywhere drywall will be installed.
☐	☐	B-Vent extends above roof line according to specifications.
☐	☐	Baths vented to outside (not attic)
☐	☐	Catwalk to unit installed a minimum of 24" wide and a maximum of 20' long with a minimum of a 30"x30" platform at the unit.
☐	☐	Dryer vent 12 in. up from slab
☐	☐	Ducts per plan (if applicable)
☐	☐	Check strapping on flex duct at supply box
☐	☐	Flexible ducts supported at least every 4ft. with no sharp angles or crimps
☐	☐	Connections secure at boots, mixing boxes, plenums, and line splices. No gaps.
☐	☐	Verify thermostat location is per specifications.
☐	☐	Conduct visual inspection of refrigerant lines (nail/staple penetrations) and protection

Scores and Completion Sign-off

Inspection-5051

Quality **5 4 3 2 1** *Notes:*

On-Time **5 4 3 2 1** *Notes:*

Sign and date*: Cell # / ID #: _____ Signed: _____ Date: _____

Task has been verified complete and in compliance with contract drawings and specifications except for non-conformances and incomplete items reported above.

Quality Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2 = 6+ or major problems*	*1 = Excessive problems*
On-Time Score	*5 = On Time*	*4 = Late*	*3 = Late by 1 day*	*2 = Late by 2 days*	*1 = Late more than 2 days*
Safety Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2= 4+ or major problem*	*1= Injury*

Plumbing-Final Trim QC Checklist

Community:	Lot:	P.O.#:	Subcontractor:	Crew:

Verification of Compliance with Quality Program Requirements

- ☐ Compliance with initial job-ready requirements
- ☐ Compliance with required material inspection and tests
- ☐ Compliance with work in process inspection requirements
- ☐ Compliance with Task completion inspections and tests
- ☐ Compliance with safety policies and procedures

Notes: Nonconformances, incomplete items, observations, and corrections:

FTQ	2TQ	*Checkpoints*
☐	☐	Check function of all interior fixtures
☐	☐	Verify sewer drain is not damaged
☐	☐	Fill tubs with water
☐	☐	Make sure interior plumbing fixtures are working
☐	☐	Check outside sewer for damage
☐	☐	Hot/Cold sticker on shower installed running from the 6 o'clock position to the 3 o'clock position.
☐	☐	Backflow preventer installed at hose bib
☐	☐	All options verified
☐	☐	Clean up all trash and debris
☐	☐	Tubs and showers free of scratches, damage
☐	☐	Run all water and check for leaks

Scores and Completion Sign-off

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Quality **5 4 3 2 1** *Notes:*

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Safety Score	*5 = 100% NO problems*	*4 = 1 minor problem*	*3 = Hotspot or 2-3 minor*	*2= 4+ or major problem*	*1= Injury*

19. REVISION HISTORY

Quality Assurance Manual Change Log		
Version	**Date**	**Description of Change**
0	[Date]	Initial Issue

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