

**Florida DCA
Third Party Agency
Quality Control Manual Checklist**

Agency: _____

Agency Contact Person: _____

NOTE: Place the QC Manual page number in the blank space in front of each rule requirement. When the manual is absent the information and a page number is not available place an X in the blank space provided.

9B-1.006 Certification of Agencies.

____ (1) Individuals or entities who desire to perform plan review, inspection, or both plan review and inspection of manufactured buildings shall be certified by the department. Those inspectors and plans reviewers employed by entities to perform the delegated functions do not require individual certification as an agency to the extent that the delegated functions are performed within the scope of the individuals' regular course of employment. Individuals or entities performing delegated functions as an independent contractor for an Agency shall be individually certified.

____ (2) Application – The applicant shall submit a completed application (Form FMBP 2-00) with application fee amount stated in the Schedule of Fees. The application shall contain the following information.

____ (a) Name, address, and phone number of the applicant. If the applicant is a corporation, the application shall identify the officers and directors of the corporation, as well as the identity of any shareholders that hold controlling ownership interest in the corporation. If the applicant is a partnership, the application shall identify each partner.

____ (b) Names and professional license types and numbers of all employees or contractors employed or otherwise utilized for inspections or plans review or both inspections and plans review within the State of Florida.

____ (c) A statement of independence which shall be signed by the individual, each of the partners of a partnership, or the chief operating officer of a corporation to be certified. The statement shall be notarized and dated within the twelve months immediately preceding its submission. The statement shall affirm that the Agency, any independent contractors utilized by the Agency and its employees are not owned, operated, or controlled by any manufacturer or dealer.

____ (d) An affirmation that the Agency shall comply with the Florida Manufactured Buildings Act and the Rule Chapter 9B-1, F.A.C.

____ (e) Proof of general liability insurance with minimum coverage limits of \$1,000,000, which shall be renewed annually and posted on the Building Code Information System at www.floridabuilding.org.

____ (3) Agency's Quality Control Manual – The applicant shall submit a quality control manual to the department with the application which shall at a minimum contain the following sections.

____ (a) An introduction to the agency – A brief history, types of services provided.

____ (b) Outline of internal quality control plan and personnel in charge of quality control. How the Agency plans to meet duties and responsibilities stated in subsection (4) below.

____ (c) An organizational chart showing relationship between administration, operation, and quality control responsibilities including plan reviewers and inspectors by name and title. Identify if they are employees or under contract.

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____ (d) Personnel resumes shall be included for architects, engineers, plan reviewers, inspectors, and their supervisors. Applicable education, experience, and license number shall be indicated in the resume.

____ (e) Training program – Programs for required continuing education, seminars, discussions on code compliance, plan reviews, inspections, department requirements, etc.

____ (f) Inspection procedures – Including inspection checklists for code compliance, inspection records, correction notice, reinspection, inspection visits and scope of inspections.

____ (g) Procedure for control of insignia;

____ (h) Procedure for maintenance of approved plans and other public records in accordance with Chapter 19, F.S.

____ (4) Duties and Responsibilities – Upon certification, the Agency shall be entitled to conduct such plans review and inspection services for which it is qualified pursuant to these rules and shall comply with Chapter 120, F.S., and the following general duties and responsibilities.

____ (a) The Agency shall act faithfully on behalf of the Department implementing the laws and rules of the Manufactured Buildings Program.

____ (b) The primary duty and responsibility of the Agency is to assure that the buildings and components manufactured are compliant with the Florida Building Code.

____ (c) Upon Agency's approval of plans, satisfactory inspection of a building, or both approval of plans and a building constructed in accordance with those plans, the approved plans, the inspection report, or the plans and inspection report shall be transmitted to the Department through the Building Code Information System.

____ (d) The Agency shall triennially evaluate the manufacturer's quality control program to coincide with the change in the Florida Building Code. The Agency shall post the Quality Control (QC) Manual on the BCIS and maintain copies on file, available for monitoring.

____ (5) The Agency shall maintain its independence as certified until the expiration or resignation of its certification. An Agency shall not perform plans review or inspect buildings that are designed by the Agency, its employees or those of its contractors working on such review or inspection.

____ (6) Renewal – The Agency shall renew its certification once every three years and update the information provided in its initial application using the Building Code Information System. The Agency will be notified electronically at least 90 days prior to the expiration date of the manufacturer's certification. If the Agency does not complete the renewal information and submit correct fees by the certification expiration date, certification becomes null and void. The Agency must meet the qualifications in effect upon the date of renewal to have its certification renewed.

9B-1.009 Design Plan and Systems Approval.

____ (1) General. A final design plan approval shall be contingent upon compliance with these rules and the building codes specified in Rule 9B-1.004, F.A.C. The manufacturer shall submit plans for approval by the Agency. The Agency reviewing the plans shall notify a manufacturer of any apparent errors or omissions and request any additional information necessary to evaluate the plans submitted within thirty days of receipt of the plans. The Department shall have the authority to seek revocation of a plan approval by an Agency if, through monitoring activities, the Department discovers that the plans fail to comply with the standards adopted herein.

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____ (2) Approved Plans. Plans are approved for all code related items installed at the manufacturing facility in accordance with Sections 553.37(1) and 553.38, F.S. All code related items not installed at the manufacturing facility shall be clearly noted on the plans cover page as "Items to be site installed and subject to local code review and compliance."

____ (3) Completed sets of design plans and specifications, prepared by an architect or engineer licensed to practice in the State of Florida, except as exempted by Florida law; supporting calculations and any required test results for each system and prototype to be approved. Based on compliance with the codes in Rule 9B-1.004, F.A.C., the Agency shall approve or disapprove the manufacturer's submittal. If the submittal is approved, the Agency shall affix a stamp authorized by the Department on each sheet. Plans drawn to a scale less than 1/8" to the foot are not acceptable. Plans shall be legible for reproduction purposes, including vergiage

____ (4) System Approval. The manufacturer may submit through the Agency for Department approval a system of construction which may include any or all elements of building systems such as structural, mechanical, plumbing, and electrical elements or components. Such submission shall include all documents and data providing complete information necessary for evaluation of the systems' performance and capabilities for its intended use.

____ (5) The Agency shall conduct a review of each set of documents submitted, including the plans, specifications and design calculations, for compliance with the appropriate code and this part and shall utilize a checklist. The plans review and the checklist utilized therewith shall at a minimum contain the plan review requirements of the Florida Building Code, adopted pursuant to Rule 9B-3.047, F.A.C.:

____ (6) Plan Approval Expiration – Upon revision of the building codes adopted herein, plan approvals shall expire upon the effective date of the revisions unless the manufacturer files with the department a sworn statement by an Agency that the plans as previously approved have been reviewed and are in compliance with the revisions to the adopted codes. The Agency shall ensure that it has obtained, and retains as a public record, all data and information necessary to support that sworn statement consistent with rules regulating the practice of engineering or architecture or both engineering and architecture. This rule is not intended to provide a defense for Agencies from any charge of unlicensed practice of engineering or architecture. The Agency shall transmit plans electronically through the Building Code Information System to the Department.

____ (7) Manufacturer's Component Data Plate. Each component or package of like components shall contain a manufacturer's data plate which indicates the limiting characteristics and design criteria of such components for determining how they are to be installed and utilized within their capabilities. Such data plate information shall be approved by the Agency.

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____ (8) Manufacturer's Modular Data Plate. The manufacturer shall install on all manufactured (modular) buildings and components prior to leaving the manufacturing plant a data plate which shall be permanently affixed on or about the electrical panel and which shall contain, but not be limited to, the following design information when applicable.

____ (a) Name and address of Manufacturer;

____ (b) Name of Third Party Agency;

____ (c) Manufacturer Certification Number;

____ (d) Date of Manufacturer;

____ (e) Date of Alteration;

____ (f) Number of Modules;

____ (g) Construction Type as defined in Chapter 6 of the Code;

____ (h) Occupancy Use Classification in accordance with Chapter 3 of the Code;

____ (i) Design Occupant Load;

____ (j) Serial Number;

____ (k) Agency Plan Number;

____ (l) Standard Plan Approval Number;

____ (m) Maximum Floor Load (pounds per square foot), Live Load and Dead Load;

____ (n) Roof Load; Live Load and Dead Load;

____ (o) Wind Velocity Rating;

____ (p) "U" rating of Floor, Wall, and Roof;

____ (q) Limitations of the plan approval by the Agency;

____ (r) If an automatic sprinkler system is provided, whether the sprinkler system is required; and

____ (s) Any special stipulations and conditions of the building permit.

9B-1.016 Department Insignia.

____ (1) Each manufactured building, re-certified building, and components approved by the Agency shall be affixed with the appropriate insignia prior to leaving the manufacturing plant.

____ (2) Insignia fees shall be charged as provided in the Schedule of Fees.

____ (3) Assigned insignias are not transferable from one building to another, or from one manufacturer to another manufacturer.

____ (4) The control of the insignia shall remain with the Department and will be revoked by the Department in the event of violation of the conditions of approval. All such voided insignias shall be returned to the Department.

____ (5) Insignias shall be ordered from the Department using the Building Code Information System at www.floridabuilding.org. Fees for insignia as provided in Rule 9B-1.020, F.A.C., shall be submitted at the time of the order. One insignia shall be required for each building.

____ (6) The Department shall issue insignias for those buildings and components built from previously approved plans. No insignia shall be issued until the plans for that building have been approved.

____ (7) Insignias shall be mailed to the manufacturer's inspection agency for release to the Manufacturer's Quality Control personnel when the Agency is satisfied the building or component meets the Florida Building Code.

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____ (8) The Agency or Manufacturer's Quality Control personnel shall affix insignias to buildings only after inspection and determination the building or component is in compliance with the Florida Building Code. The insignia and data plate shall be permanently affixed on or about the electrical panel. If the building does not include an electrical panel, the insignia and data plate location shall be designated on the approved plans.

____ (9) After insignia is affixed, no alteration shall be made before installation.

____ (10) Insignias shall be denied to buildings and components not conforming to approved plans or system design.

____ (11) Affixing an insignia to a building or components which has code deficiencies or do not conform to the approved plan, shall be grounds for decertification of the manufacturer or Agency or both. In such case the insignia shall be removed at the direction of the Department.

9B-1.017 Insignia Application and Issuance.

____ (1) Following the receipt of initial Department approval, the manufacturer shall complete an order for an insignia for each component or system manufactured as required herein. The insignia order shall be submitted via the Building Code Information System which shall calculate the fees based on the fee schedule in these rules and regulations. The insignia order shall include the plan approval number of each unit for which an insignia is required.

____ (2) Insignias shall be issued to the manufacturer's Agency, and shall not be affixed to a building until the Agency has completed the inspections required in the Florida Building Code, and determined the building to be in compliance with the requirements of this chapter and entered the Inspection Report on the Building Code Information System at www.floridabuilding.org. If an insignia is for a modified building, after the modifications are completed and the building inspected, the original insignia shall be removed and returned to the Department by the Agency or Quality Control personnel and the new insignia affixed.

9B-1.019 Removal of Insignia.

____ In the event that any manufactured building bearing the insignia is found to be in violation of the approved plans prior to the issuance of the local certificate of occupancy, at the direction of the Department, the Agency or authority having jurisdiction shall remove the insignia on such defective unit and shall furnish the owner and the Department with a written statement of such violations.

9B-1.023 Oversight, Complaint.

___ (1) Any person, firm or corporation, with a substantial interest in any action or any failure to act in conformity with these rules, including without limitation the technical standards and administrative provisions adopted hereby, may file a complaint to the Department. Such complaints may be with regard to the conduct of the Department, the Agency, the manufacturer or any of their employee(s).

___ (2) It is the responsibility of the manufacturer to correct code violations. The Agency that approved the plans for the subject building or inspected the building shall investigate complaints and make a recommendation to the Department regarding the existence of a code violation and disposition thereof. This activity shall be subject to monitoring, and the Department shall make an independent determination about the existence of a violation.

___ (3) Any complaint should contain sufficient information including the following:

___ (a) Parties involved;

___ (b) Description of grievance;

___ (c) Important dates and transactions;

___ (d) What is being affected;

___ (e) Documentation of code violations or plan deviations by a licensed contractor, Architect, Engineer or Building Official; and

___ (f) Relief sought by the applicant.

Monitoring performed by: _____

Date: _____

Notes: _____

CRA/DCA/BT/bt