

Florida Department of Highway Safety and Motor Vehicles

Division of Motorist Services

Manufactured Housing Section

PROCEDURE: MHS - 10	SUBJECT: QUALITY CONTROL REVIEW
DESCRIPTION AND USE: This procedure concerns quality control of plant inspections by program supervisors.	

I. INTRODUCTION:

During each quarter, the compliance examiner shall review a minimum of five (5) files of recently completed homes (completed within 30 days) and shall complete Form HSMV 81052, "Overview of Quality Control" (see **Attachment A on page 4**) which is to be forwarded to the Manufactured Housing Section (MHS) headquarters office by the 15th of the first month of the quarter. This form is to assist the compliance examiner in assuring that the quality control program is functioning effectively.

II. QUALITY CONTROL REVIEW:

The form HSMV-81052 shall be completed as follows:

- A. Record the complete serial number and the manufacturing date. Compare the serial number and date of manufacturer on the data plate against IBTS form 302; they should be the same. The serial number must also be the same on the manufacturer's statement of origin (MSO) as on the frame.
- B. Review the Quality Assurance (QA) Manual to determine what documents are required and how they are to be completed. The type and number of documents will vary from one manufacturer to another. If the required documents are improperly completed or are missing, this information must be documented on form HSMV 81010 (see **Attachment B on page 5**), and, if systems violations are charged, on form HSMV-81009 (see **Attachment C on page 7**). If the quality control checklist was not signed off properly, the manufacturer must ensure the inspection was completed.

Updates to this procedure: Seal replaced on all attachments to the Safer Florida logo.

	EFFECTIVE DATE: 02/15/77	REVISION DATE: 5/5/2015	PAGE # MHS – 1 of 71
--	--------------------------	-------------------------	----------------------

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 2 of 71
---	------------------------------	--------------------------

- C. Determine by review of the checklist, if all inspections are being performed in station. Consistent notes forwarding work to the next station may indicate a work flow problem.
- D. Record the number of violations recorded by the manufacturer's quality control personnel.
- E. Ensure violations and corrections are recorded in accordance with the QA Manual. Check to make sure all violations indicate corrective action. Review any discrepancies with the QA manager.
- F. Ensure that all applicable tests were conducted and properly recorded.

III. DOCUMENTATION AND FOLLOW-UP:

- A. The compliance examiner will document each nonconformance, system of control or other problems that require action or follow-up by the manufacturer and the program supervisor. In cases of a singular occurrence such as one check mark left off, the traveler should not be charged as a system of control problem however, this must be brought to the attention of the QA manager. Should a pattern develop, more than one violation not indicating correction, an entire department not signed off, or documents missing, a systems violation must be charged and recorded on forms HSMV-81010 and HSMV-81009. These items must be addressed with the QA manager or the general manager so that corrective action can be initiated.
- B. The completed forms with documentation are to be forwarded to the MHS engineer for review. The section supervisor will be responsible for including a nonconformance found in the monthly summary report, and will respond to questions that may be raised concerning the requirements, and shall maintain accurate files for future reference.
- C. All compliance examiners which are assigned to a manufacturing plant shall complete form HSMV-81015, Overview of DAPIA Approved Plans and Specifications (**see Attachment D on page 9**), however, those compliance examiners that are assigned to a manufacturer which has multiple (several) lines are not required to complete form HSMV-81015 when rotated/reassigned to a different production line within the same manufacturing plant.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 3 of 71
---	------------------------------	--------------------------

IV. RECERTIFICATION OF A PLANTS QUALITY ASSURANCE PROGRAM

Beginning in 2009, the U.S. Department of Housing and Urban Development (HUD) has required recertification of all mobile/manufactured home plants quality assurance programs. This involves the following:

- A. Review of the plants Quality Assurance Manual to determine whether it covers all items on HUD's Enhanced Checklist based on Quality Emphasis (**see Attachment E on page 23**).
- B. Certify that each item in the HUD Enhanced Checklist is being implemented in the plant.
- C. Obtain the plant's work process description by work area.
- D. Obtain the plant's diagram of its work stations.
- E. Obtain a copy of the plant's 'traveler' which is the quality assurance inspection checklist.
- F. Obtain a list of all plant personnel accountable for quality assurance inspections in the plant by job title.
- G. Audit every workstation in the plant to determine whether the required quality assurance steps are being implemented. This involves talking to each responsible person in each work area to determine whether he or she is aware of the required quality assurance tasks to be accomplished and whether they can find the relevant quality assurance manual citations and manufacturer instructions.
- H. Document any changes in the plant's Quality Assurance Manual and when the changes were approved.

Once this field work is complete the Program Supervisor must prepare a report certifying that the plant is capable of manufacturing mobile/manufactured home in accordance with the Manufactured Home and Construction and Safety Standards. This report will be organized according to the list of items B thru H above. The report may include finding of deficiencies; however, in such cases, it must include the corrective action taken by the plant and certification that these corrective actions worked.

An example recertification report of a plant's quality assurance program appears as **Attachment F on page 25**.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 4 of 71
---	------------------------------	--------------------------

**ATTACHMENT A
OVERVIEW OF QUALITY CONTROL**

MANUFACTURER: _____	DATE: _____
ADDRESS: _____	
COMPLIANCE EXAMINER SIGNATURE: _____	

UNIT (1)

A. Serial Number: _____ Manufacturer Date: _____

B. _____ Were all documents required by the Quality Assurance Manual used and filled out properly?

C. _____ Quality Control checklist or report requirement performed in each station.

D. Number of violations recorded by Quality Control. _____

E. _____ Corrective action recorded by Quality Control.

F. TEST RECORDED

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Polarity | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Water | <input type="checkbox"/> Continuity | <input type="checkbox"/> Rafter |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Dielectric | <input type="checkbox"/> Duct State Pressure |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Operational | <input type="checkbox"/> Egress |

UNIT (2)

A. Serial Number: _____ Manufacturer Date: _____

B. _____ Were all documents required by the Quality Assurance Manual used and filled out properly?

G. _____ Quality Control checklist or report requirement performed in each station.

H. Number of violations recorded by Quality Control. _____

I. _____ Corrective action recorded by Quality Control.

J. TEST RECORDED

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Polarity | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Water | <input type="checkbox"/> Continuity | <input type="checkbox"/> Rafter |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Dielectric | <input type="checkbox"/> Duct State Pressure |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Operational | <input type="checkbox"/> Egress |

UNIT (3)

A. Serial Number: _____ Manufacturer Date: _____

B. _____ Were all documents required by the Quality Assurance Manual used and filled out properly?

K. _____ Quality Control checklist or report requirement performed in each station.

L. Number of violations recorded by Quality Control. _____

M. _____ Corrective action recorded by Quality Control.

N. TEST RECORDED

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Polarity | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Water | <input type="checkbox"/> Continuity | <input type="checkbox"/> Rafter |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Dielectric | <input type="checkbox"/> Duct State Pressure |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Operational | <input type="checkbox"/> Egress |

UNIT (4)

A. Serial Number: _____ Manufacturer Date: _____

B. _____ Were all documents required by the Quality Assurance Manual used and filled out properly?

O. _____ Quality Control checklist or report requirement performed in each station.

P. Number of violations recorded by Quality Control. _____

Q. _____ Corrective action recorded by Quality Control.

R. TEST RECORDED

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Polarity | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Water | <input type="checkbox"/> Continuity | <input type="checkbox"/> Rafter |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Dielectric | <input type="checkbox"/> Duct State Pressure |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Operational | <input type="checkbox"/> Egress |

UNIT (5)

A. Serial Number: _____ Manufacturer Date: _____

B. _____ Were all documents required by the Quality Assurance Manual used and filled out properly?

O. _____ Quality Control checklist or report requirement performed in each station.

P. Number of violations recorded by Quality Control. _____

Q. _____ Corrective action recorded by Quality Control.

R. TEST RECORDED

- | | | |
|-----------------------------------|--------------------------------------|--|
| <input type="checkbox"/> Gas | <input type="checkbox"/> Polarity | <input type="checkbox"/> Smoke Detector |
| <input type="checkbox"/> Water | <input type="checkbox"/> Continuity | <input type="checkbox"/> Rafter |
| <input type="checkbox"/> Plumbing | <input type="checkbox"/> Dielectric | <input type="checkbox"/> Duct State Pressure |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Operational | <input type="checkbox"/> Egress |

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 5 of 71
---	------------------------------	--------------------------

ATTACHMENT B

IPIA's REPORT # _____

FLORIDA MANUFACTURER'S INSPECTION REPORT

MFR. _____ DATE _____

List Below in Sequential Order the ID # of Each Unit Inspected

ID #	Station	ID #	Station	ID #	Station	ID #	Station
HUD LABEL # _____		ID # _____		<input type="checkbox"/> PRINTS		<input type="checkbox"/> APPLIANCES	

Testing Required By The Standard

ID #	Plumbing	ID #	Gas System	ID #	Electrical
	Fixture		Before Appl Conn		Continuity
	Tub/Shower		After Appl Conn		Operational
	Drainage/Vent		Egress Window		Dielectric
	Water System	<input type="checkbox"/> Yes <input type="checkbox"/> No	Material Storage		Polarity Fixture
NEW/UPDATE CERT.					Polarity Receptacle
SUBJECT			DRAWING PRT #	MODEL #	APPROVAL DATE
COMMENTS:					

Station description and process shall be recorded to comply with the DAPIA approved Q.A. Manual.

NOTICE:

Noted in this report are violations to the Federal Manufactured Home Construction and Safety Standards found by Florida Manufactured Housing Section Personnel while conducting an inspection in this plant on the date listed below.

In order for you to sell or offer for sale mobile homes, you must comply with Title VI, Section 601 of the National Manufactured Home Construction and Safety Standards Act of 1974. All violations must be corrected immediately. **Homes that are red tagged WILL REQUIRE a reinspection before red tags can be removed and the mobile homes shipped.**

Q.C.'s SIGNATURE

Time In _____ Out _____

Time In _____ Out _____

Travel Time To: _____ From _____

Total Time _____

Manual/Plan Review Time _____

Total HUD M.H. Insp. Time _____

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 7 of 71
---	------------------------------	--------------------------

ATTACHMENT C

FLORIDA MANUFACTURER'S INSPECTION SUPPLEMENT REPORT

PLANT: _____

DATE OF INSP.: _____

INSP. REPORT NO.: _____

DUE DATE: _____

1. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

2. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

COMMENTS: _____

Signature: Plant Management _____ Date _____

HSMV-81009 (Rev. 12/93)

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 8 of 71
---	------------------------------	--------------------------

3. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

4. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

5. PROBLEM/NONCONFORMANCE: _____

SOURCE: _____

PREVENTATIVE ACTION: _____

NO. UNITS: _____ ACCEPT REJECT IPIA SIGNATURE _____

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 9 of 71
---	------------------------------	--------------------------

ATTACHMENT D

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

1. ASSIGNMENT OF PERSONNEL

Page # _____

2. REVIEW OF QUALITY ASSURANCE MANUAL (FEDERAL REGULATION 3282.203(c))

A. Organizational chart showing accountability by position.
Page # _____

YES _____ NO _____

B. Are there personnel responsible for the receiving of materials?
Page # _____

YES _____ NO _____

C. Are these personnel authorized to reject material?
Page # _____

YES _____ NO _____

D. Are personnel in production stations authorized to reject material?
Page # _____

YES _____ NO _____

E. Does the manufacturer have a book prepared to record all purchases?
Page # _____

YES _____ NO _____

F. Proper storage provided for material?

YES _____ NO _____

G. Does the manufacturer have a separate area designated for the storage of rejected material?

YES _____ NO _____

H. Production prints kept at each stage of production?

YES _____ NO _____

I. How many stations or stage in the production line?

YES _____ NO _____

J. Is an inspection checklist filled out at the proper station?

YES _____ NO _____

K. Does this inspection checklist provide for recording the method or correction?

L. What steps are taken if a serious defect occurs at some stage of production?

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 10 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 2

- YES ____ NO ____ M. A description of production test and test equipment.
- | | | |
|----------------------------|---------------|--------------|
| () Water | () Equipment | Page # _____ |
| () Drainage | () Equipment | Page # _____ |
| () Gas | () Equipment | Page # _____ |
| () Polarity
Receptacle | () Equipment | Page # _____ |
| () Polarity
Fixture | () Equipment | Page # _____ |
| () Continuity | () Equipment | Page # _____ |
| () Dielectric | () Equipment | Page # _____ |
| () Operational | () Equipment | Page # _____ |
| () Egress
Window | () Equipment | Page # _____ |

- YES ____ NO ____ N. Is there a list of Q.C. inspectors per station, guideline for each of these inspections?
Page # _____

- YES ____ NO ____ O. Is there a manufactured home set-up and homeowners manual provided?
Page # _____

3. REVIEW OF DESIGN

- YES ____ NO ____ A. Data plate shows new thermal zones.
Page # _____
- YES ____ NO ____ B. Any changes to light and vent rooms.
Page # _____
- YES ____ NO ____ C. Whole house ventilation.
Page # _____
- YES ____ NO ____ D. 100 CPM kitchen exhaust fan.
Page # _____
- YES ____ NO ____ E. Kitchen exhaust fan within 10 feet of appliance.
Page # _____
- YES ____ NO ____ F. 50 CFM exhaust fan in bathroom/separate toilet compartment.
Page # _____
- YES ____ NO ____ G. Manufacturer using Uo value .116 for Zone I calculations unless high efficiency heat/cooling equipment installed by manufacturer.

Page # _____

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 11 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 3

YES ____ NO ____

H. Floor Details
Page # ' s

- _____ Lumber Grade
- _____ Spacing
- _____ Glue Application
- _____ Fasteners size, gauge, number, and pattern
- _____ Shearwall Support
- _____ Insulation R-Factor
- _____ Check calculations for thermal shorts at band joist
- _____ Size Floor Joist
- _____ Size Floor Perimeter Joist
- _____ Splicing
- _____ Glues
- _____ Drilling/Cutting
- _____ Vapor Barrier
- _____ Repair of Floor Joist

YES ____ NO ____

(Decking and Special Layout Details)
Page # ' s

- _____ Fasteners size, gauge, number, and pattern
- _____ Glue Application
- _____ Moisture Protection
- _____ Splicing
- _____ Thickness & Rating

YES ____ NO ____

I. Walls (load bearing and non-load bearing)
Page # ' s

- _____ Air Infiltration
- _____ Lumber Grade
- _____ Size
- _____ Spacing
- _____ Splicing
- _____ Fastening Schedule
- _____ Fasteners size, gauge, number, and pattern
- _____ Pattern for Fastening
- _____ Glue Application
- _____ Header
- _____ Insulation R-Factor
- _____ Check calculations for thermal shorts behind electric boxes
- _____ Special Framing
- _____ Vapor Barrier
- _____ Size Top and Bottom Plate
- _____ Repair Method(s)

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 12 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 4

YES ___ NO ___

J. Shearwall (Fastening Schedule and Wall Covering)

Page # _____

Shearwall Construction and Location

Page # _____

YES ___ NO ___

K. Roof (Structural Details)

Page # 's

_____ Size

_____ 1/300 ventilation (1 square foot ventilation for every 300 square feet of roof area)

_____ Free Ventilation method

YES ___ NO ___

_____ 1. 50% upper portion of roof.

YES ___ NO ___

_____ 2. 40% lower portion of roof.

YES ___ NO ___

_____ 3. Cross ventilation provided. Watch for full height.

_____ Mechanical ventilation method.

YES ___ NO ___

_____ 1. Fan(s) capable of providing 0.02 CFM per square foot of attic area.

YES ___ NO ___

_____ 2. Fan(s) accessible for repair and replacement.

_____ No attic/roof ventilation required when:

YES ___ NO ___

_____ 1. Single section home

YES ___ NO ___

_____ 2. Metal roof

YES ___ NO ___

_____ 3. No sheathing/under layment

YES ___ NO ___

_____ 4. No extruding/rigid polystyrene plastic sheathing

YES ___ NO ___

_____ 5. Air leakage paths from living space to roof cavity created by electric outlets, junction boxes, electric cable/conduit penetrations, flue pipe penetrations exhaust vent penetrations sealed.

_____ Roof Overhead (ventilation design)

_____ Listed Rafters

_____ Spacing

_____ Glue Application

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 13 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 5

Page # ' s

- _____ Roof Connection
- _____ Fastening Schedule
- _____ Fasteners size, gauge, number and pattern
- _____ Notching
- _____ Drilling
- _____ Cutting
- _____ Insulation R-Factor
- _____ Check calculations for thermal shorts at rafter bottom chord.
- _____ One inch clearance maintained between decking and insulation at eave. (Method Used)
*Insulation installed over the rafter top chord not to be considered in the insulation package.
- _____ Truss Certification
- _____ Repair Method(s)
- _____ Rafter Test
- _____ Detail Rafter Test Equipment
- _____ Frequency of Rafter Test
- _____ Rafter Test Results

YES ____ NO ____

L. Ceiling
Page # ' s

- _____ Shearwall Fastening
- _____ Material Specifications
- _____ Fasteners size, gauge, number and pattern
- _____ Vapor Barrier
- _____ Installation

YES ____ NO ____

M. Ridge Beam
Page # ' s

- _____ Size
- _____ Size & # Layers
- _____ Size Opening Span
- _____ Splicing
- _____ Glue Application
- _____ Material
- _____ Fasteners size, gauge, number and pattern

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 14 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 6

4. INSTALLATION INSTRUCTIONS

YES ___ NO ___

A. Appliances

Page # 's

_____ Cooking

_____ Heating

_____ Cooling

_____ Garbage Disposal

_____ Smoke Detector

_____ Water Heater

_____ Dishwasher

YES ___ NO ___

_____ 1. Air Gap

YES ___ NO ___

_____ 2. High Loop

YES ___ NO ___

_____ 3. Open Stand Pipe

_____ Kitchen range vent (100 CFM)

_____ Bath vents (50 CFM)

_____ Whirlpool bath appliance

YES ___ NO ___

_____ 1. Access to pump

YES ___ NO ___

_____ 2. Pump motor GFI protected

YES ___ NO ___

_____ 3. Circulation pump located above crown weir of trap.

YES ___ NO ___

_____ 4. Pump drain lines proper slope to drain fixture.

YES ___ NO ___

B. Plumbing Fixture (listing)

_____ 1. Exterior/laundry sink holes bibs require back flow protection.

Page # _____

C. GFI

Page # _____

D. Insulation

Page # 's

YES ___ NO ___

_____ 1. Vaulted/flat transition

YES ___ NO ___

_____ 2. Around ceilings shafts (skylights)

YES ___ NO ___

_____ 3. Top/bottom of bay windows

YES ___ NO ___

_____ 4. Surrounding walls of vented compartments (water heater and furnaces)

Page # _____

E. Roof Metal/Shingle – Check Pitch

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 15 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 7

- Page # _____ F. Siding
- Page # _____ G. Windows and Doors
- Page # _____ H. Bottom Board

5. FLOOR PLAN DETAIL

Plan # _____

- Page # _____ A. Egress for each Sleeping Room
- Page # _____ B. Window Size (Light: not less than 8% gross area, and Vent: not Less than ½ minimum required glazed area)
- Page # _____ C. Window Location
- Page # _____ D. Door Location
Singlewide ___ Doublewide _____
- Page # _____ E. Door Size
- Page # _____ F. Smoke Detector Locations & Installation (HUD Standard or listing)
- Page # _____ G. Shearwall
- Page # _____ H. Furnace/Water Heater Compartment
- Page # _____ I. Range Hood (100 CFM)

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 16 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 8

6. ELECTRICAL DETAIL

Plan # _____

Page # _____

YES ___ NO ___

A. Receptacle (GFI)

Page # 's

- _____ 1. Outside
- _____ 2. Bathroom
- _____ 3. Kitchen receptacle within 6' of sink measured in a straight line.
- _____ 4. Island bar receptacles within 6' of sink measured in a straight line.
- _____ 5. Receptacles within 6' of a wet bar sink measured in a straight line.
- _____ 6. Receptacles in compartments accessible from the outside (excluding heat tape receptacles)

Page # _____

YES ___ NO ___

B. Lights

1. Ceiling fan boxes listed.

Page # _____

Page # _____

C. Fixed Appliances

Page # _____

YES ___ NO ___

D. Size Conductors

1. Correct cubic volume of electric box

Page # _____

YES ___ NO ___

E. Size Breakers

1. Water Heater disconnect

Page # _____

Page # _____

F. Circuits Identified

Page # _____

G. Distribution Panel Layout

Page # _____

H. Installation of Fixtures over Tub and Shower

Page #

YES ___ NO ___

I. Installation of Fixtures in Clothes Closet

1. Surface mounted incandescent on wall above door or ceiling and minimum 12" from storage space.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 17 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 9

- YES ___ NO ___ 2. Surface mounted fluorescent on wall above door or ceiling and minimum of 6" from storage space.
- YES ___ NO ___ 3. Recessed incandescent with enclosed lamp on wall/ceiling and minimum of 6' from storage space.
- YES ___ NO ___ 4. Recessed fluorescent on wall/ceiling and minimum of 6" from storage space.

7. WATER SYSTEM SCHEMATIC

Plan # _____

- Page # _____ A. Size Piping
- Page # _____ B. Fixture Listing
- Page # _____ C. Piping/Fittings Listed for Use with Hot Water.

8. PLUMBING WASTE AND VENT SYSTEM

Plan # _____

- Page # _____ A. Appliance Listing
- Page # _____ B. Plumbing/Venting Schematic
- YES ___ NO ___ 1. Plumbing schematic and necessary components; e.g., cement, Supports, fittings and piping shipped with unit.
- Page # _____ C. Type Fitting
- Page # _____ D. Removal of Toilet for Cleanout Purposes

9. HEATING/COOLING SYSTEM

- Page # _____ A. Size Duct System
- Page # _____ B. Size Registers

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 18 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 10

Page # _____

C. Size Heating Unit

Page # _____

D. Size Cooling Unit

Page # _____

E. Details on Return Air

YES ____ NO ____

1. Doors undercut minimum 2 inches, maximum 2 ½ inches measured to floor.

Page # _____

Page # _____

F. Electrical Ground (Duct)

Page # _____

G. Duct Secured

Page # _____

H. Duct Boot Details

Page # _____

I. Location of Thermostat

Page # _____

J. Gas Lines Sized (Based on Natural/LP Acceptable)

Page # _____

K. Gas System Design (Based on Natural LP Acceptable)

YES ____ NO ____

1. More than one crossover (multi-wide)

Page # _____

YES ____ NO ____

2. Use of quick disconnect – listed for exterior uses

Page # _____

YES ____ NO ____

3. Use of shut off valve – listed for exterior use per ANSI 21.15 – 92

Page # _____

L. Pressure Test of Air Duct

10. FINAL FINISH

Plan # _____

YES ____ NO ____

A. Are all appliances secured?

Page # _____

YES ____ NO ____

B. Operating instructions with appliances?

YES ____ NO ____

C. Complete installation instructions provided and shipped in each home.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 19 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 11

YES ____ NO ____

D. Is main drain completely installed?

Page # _____

YES ____ NO ____

E. Does manual describe when and where HUD labels are to be affixed?

Page # _____

YES ____ NO ____

F. Are all applicable labels affixed to the home?

Page # _____

Page # _____

1. Laundry Clearance

Page # _____

2. Electrical

Page # _____

3. Fresh Water

Page # _____

4. Gas Dryer Outlet

Page # _____

5. Gas Supply

Page # _____

6. Gas Supply Location

Page # _____

7. Electrical Circuits

Page # _____

8. Data Plate Affixed

Page # _____

9. Data Plat Properly Filled Out

Page # _____

10. Formaldehyde Warning Label

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 20 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 12

11. OBSERVATIONS OF Q.C. PERSONNEL'S ABILITY AND PERFORMANCE

YES ____ NO ____

A. Were the Q.C. personnel able to find specific approved drawings in an adequate amount of time?

YES ____ NO ____

B. Could the Q.C. personnel interpret the approved plans and apply them to the specific portion of the manufactured home being produced?

YES ____ NO ____

C. Does the Q.C. personnel know his quality control Responsibilities in accordance with the approved Q.A. manual?

YES ____ NO ____

D. Did the Q.C. personnel use the approved Q.C. checklist when inspecting all manufactured home being produced?

YES ____ NO ____

E. When the Q.C. personnel or the IPIA inspector discovered that a non-compliance existed, did the Q.C. personnel?

YES ____ NO ____

1. Assure that the non-compliance was corrected?

YES ____ NO ____

2. Check other manufactured homes being produced to see if the same non-compliance existed in them?

YES ____ NO ____

3. Take necessary actions needed in order to prevent similar violations from occurring?

YES ____ NO ____

F. Does the Q.C. personnel keep both the approved design and the Q. A. manual updated and in order?

YES ____ NO ____

G. When approved design is not specific, how does the Q.C. personnel assure compliance with the HUD standards?

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 21 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 13

12. MANUFACTURER'S CONSUMER COMPLAINT & REMEDIAL ACTION EVALUATION, HUD REGULATIONS 3282.405(a)

A. Does the manufacturer have a separate filing system for consumer complaints and remedial action?
YES ____ NO ____

If no, does the manufacturer maintain a log book which lists all problems received from all sources and the status and disposition of each problem?
YES ____ NO ____

If other system used, please explain. _____

B. Who will be responsible for keeping the file current to assure that the manufacturer makes a determination on the nature of the problems, within the 20 day time limit, as prescribed by HUD Regulations 3282.404(b)?

C. Was Form HSMV-81020, Manufacturer's Complaint Record, discussed with the General Manager as an example of the type of information to be compiled and Documented on each problem described in Subpart I of the HUD Regulations?
YES ____ NO ____

Comments: _____

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 22 of 71
---	------------------------------	---------------------------

OVERVIEW OF DAPIA APPROVED PLANS AND SPECIFICATIONS

PAGE 14

13. ELECTRICAL CALCULATIONS

Plan # _____

A. Please record two calculations you checked on the cubic inch volume of junction boxes.

B. Please record the calculations you made to verify the breaker size to the water heater
Regardless of manufacturer's installation instructions.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 23 of 71
--	---------------------------	------------------------

Attachment E Field Guidance

Quality Assurance Manual – Enhanced Checklist based on Quality Emphasis August 2009

Attribute	Description	Regulation
VII-A	<p>Station-by-station description (SBSD) of the manufacturing process. The SBSBD should include at a minimum:</p> <p>a. A list of production stations and descriptions of the major elements completed and processes carried out at each station.</p> <p>b. Descriptions of all off-line assembly areas.</p> <p>c. Identification of definitive control points (note: all facilities may not have such control points).</p>	3282.203(c), 3282.203(d) & 3282.361(c)
VII-B	<p>A list of quality control inspections that are required by the manufacturer at each station. They should include at a minimum:</p> <p>a. The identification of required inspections and the point in the production process where each inspection is conducted and held accountable.</p> <p>b. A copy of accountability inspection forms that will be used on the production line.</p> <p>c. A description of the process for the control of rejected work to include follow-up acceptance and verification.</p> <p>d. A description of how off-line component assemblies will be accounted for.</p>	3282.203(c), 3282.203(d) & 3282.361(c)
VII-C	<p>Clear compatibility between SBSBD and the list of quality control inspections. The manual should also:</p> <p>a. Address control of overlapping disciplines.</p> <p>b. Address control of work done in one department to ensure it doesn't cover the work of another department until there is adequate accountability.</p>	3282.203(c), 3282.203(d) & 3282.361(c)
VII-D	<p>Method to ensure required documents are to be shipped with each home including:</p> <p>a. Purchaser information card, installation instructions, and consumer manual, AC Letter documentation</p> <p>b. The list of documents may be part of the traveler.</p>	3282.361(a) 3282.211 3280.306(b) IB H-1-77
VII-E	<p>A comprehensive description of the manufacturer's quality assurance program to include:</p> <p>a. An overall description of how the different parts of the quality control manual work together as a Quality Assurance Program. .</p> <p>b. Communications and special communications considerations within the plant (such as language barriers that may exist).</p> <p>c. Methods for design control that address who is responsible and accountable for issuing designs and keeping them up-to-date and how designs are changed when they can not be followed on-line and making changes for DAPIA approval.</p> <p>d. Management coordination and support`</p> <p>e. Internal auditing of findings including review and analysis of in-plant QA findings, determining sources of failures to conform, and corrective actions.</p>	3282.203(c), 3282.203(d) & 3282.361(c) 3282.362(a)(v)
VII-F	<p>Organizational chart for the Quality Assurance Program. The organizational chart must include identification of:</p> <p>a. All positions in the organization involved in Quality Assurance (including accountable personnel),</p> <p>b. All individuals, by position title, that is accountable for inspections, testing, and signing on-line inspection records. The position title of each individual accountable for specific inspections should be listed on the chart with position titles as descriptive as possible (i.e. floor foreman or wall build lead man).</p>	3282.203(c), 3282.203(d) & 3282.361(c)
VII-G	<p>The manual must provide for a clear methodology that defines the functional obligations, responsibilities and authority of the manufacturers' quality control personnel. The manual should:</p> <p>a. Identify clearly assigned responsibilities for each individual involved in the quality control program including accountability for each required inspection.</p> <p>b. Provide a method by that each person accountable (by specific position title) is traceable to the inspections for which the individual is accountable.</p> <p>c. Provide a method to ensure that the identification of personnel accountable is available for any given day of production by means of a daily accountability log maintained at the plant</p>	

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 24 of 71
---	------------------------------	---------------------------

Field Guidance

Quality Assurance Manual – Enhanced Checklist based on Quality Emphasis August 2009

VII-H thru VII-K	Testing procedures are not part of the current emphasis on QA Manuals.	
VII-L	Procedure for verification of the permissible spread rate of liquid vapor retarder	3282.203(d), 3282.361(c)
VII-M	Procedure for verification of the adequacy of blown insulation (bag count, depth)	3282.203(d), 3282.361(c)
VII-N	Procedure for verification of adequate curing of urethane foam adhesives (to include application and substrate minimum temperature)	3282.203(d), 3282.361(c)
VII-O	Procedure for verification of adequate glue set time prior to movement of glued components	3282.203(d), 3282.361(c)
VII-P	List of test equipment used to accomplish the tests required. Information should also include: a. Calibration/recalibration requirements and methods for documenting calibration. b. Criteria for replacement of test (and alternate) equipment.	3282.203(c) and (d)
VII-Q	Description(s) of the training program used within the facility. The program should address: a. Technical training for new personnel; b. Both technical and procedural training for accountable quality assurance personnel; c. Training that includes use of approved designs, FMHC&SS requirements, component materials installation instructions, and product or updates changes; d. A method of documenting completed training for personnel accountable. The method should be available at the facility in the case of absenteeism or employee termination; e. Identification of personnel responsible and accountable for training; f. Conditions or trigger points when re-training will be required	3282.203(c) & 3282.203 (d)
VII-R	Description(s) of the system(s) for purchasing, receiving, and inspecting components and construction materials. The descriptions should address: a. Receiving 1. The role and responsibilities of the purchasing manager and receivers 2. Identification of personnel accountable for receiving 3. Provision for receiver training 4. Methods to determine how the personnel accountable verify materials meet designs and standard specification (i.e. a receiver’s reference book.) 5. Consideration for material / design coordination, and product substitution 6. Receiving verification procedure of incoming materials (may occur at different locations throughout a facility). 7. Tools used by receivers, (i.e. moisture meter, etc.) b. Materials and storage: 1. Instructions/procedures for how, when and where storage inspections are conducted 2. Methods for determining compliance with QA procedures Methods for the storage of specific materials. Especially those that require environmental conditions and identification of those materials (i.e. shingles). 3. Stock rotation c. If there are sampling acceptance inspections there must be detailed procedures that address: 1. The sampling method (How individual component elements will be selected for inspection, i.e. random sampling) 2. Frequency of sampling 3. Acceptance and rejection criteria 4. Follow-up inspection 5. Documentation	3282.203(c), 3282.203(d) & 3282.361(c)
VII-S	Procedures for the acceptance and verification of roof trusses.	3282.203(d), 3282.361(c)

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 25 of 71
---	------------------------------	---------------------------



ATTACHMENT F
STATE OF FLORIDA
MANUFACTURED HOUSING SECTION
 Revised 08/18/2011

CERTIFICATION UPDATE
SECTION 1: PLANT SPECIFIC INFORMATION

Plant Name: _____

Physical Address: _____

IPIA: _____

DAPIA: _____

Certification Begin Date: _____

Certification End Date: _____

Production Line:	Single Section _____		Multi Section _____	
	Wind Zone	I _____	Roof Load	20 PSF _____
		II _____		30PSF _____
		III _____		40PSF _____
	Thermal Zone	I _____		
		II _____		
	III _____			

Production Rate: _____

Most Recent Q.A. Manual Approval Date: _____

List of Accountable Personnel by Job Title, Work Process Description, and Inspection Checklist and Attached: _____

IPIA Staff Participating in the Certification: _____
(printed name of inspector)

(printed name of IPIA supervisor)

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 26 of 71
---	------------------------------	---------------------------

SECTION 2: BASIS FOR EVALUATION STATEMENT

Florida began this evaluation by closely reviewing the Quality Assurance (Q.A.) Manual of the plant and comparing the Quality Process described therein to the Enhanced Checklist. Issues identified and actions taken by the manufacturer appear as Attachment 1 to this report. This review includes an analysis of whether a process was available for each item on the Enhanced Checklist and to determine if it would be adequate to achieve the required results.

A review of the Q.A. Manual was completed and the issues were discussed with the manufacturer; then an investigation and review of the actual performance of their process was completed on the production line. This investigation and the review was made up of a two-step process; to collect and evaluate all necessary information and to determine the degree of performance of Q.C. personnel, Purchasing, Receiving and the Production line associates.

Step one was to evaluate each responsible associate on their ability to perform the assigned duties that they had been trained to complete, and then to see if they were able to do an adequate inspection for these duties. Each responsible associate was also asked to find the relevant information in their DAPIA, or reference material. This was done to see if the worker knew where to find the pertinent information. This was performed for each accountable item as required per the Q.A. Manual. The second step was to evaluate each element and the attribute of the Checklist that could be done on the production line. This information was gathered and a breakdown is attached to this report. XXXXXXXXXXXXXXXXXXXXX changed their Quality Control Manual and the Traveler. The State of Florida performed a Certification Update at the XXXXXXXXXXXXXXXXXXXXX manufacturing plant during the months of May – June 2011.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 27 of 71
---	------------------------------	---------------------------

SECTION 3: CONCLUSION STATEMENT

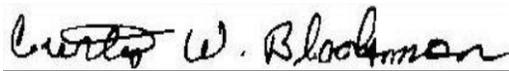
During Florida's analysis of the performance of responsible accountable personnel, the majority of trained associated were able to demonstrate their ability to conduct an adequate and complete inspection of the items they are responsible to check on the traveler.

One Supervisor had just taken over the department and could not find the requirements (he knew what they were) in a reasonable time. He was shown where they were and how to find this information. He received immediate training and this will be monitored closely. Several other associates had trouble finding the requirements; all were given a refresher course. Team Leader positions are vacant in a few departments due to worker injury; future candidates are in training. The Supervisors and Alternates are the accountable and responsible people authorized to sign the Traveler in these instances.

The manufacturer is working with Florida to make this new Q.A. a smooth transition. All requested changes have been made to the Quality Control Manual and the Traveler. Several of the line items have been re-worded to clear up any misunderstanding. An index is now in place for the smaller binders of drawings on the production line to keep them up to date.

The manufacturer is in the process of tracking all the Failures to Conform in a tracking data base. We are not sure at this time if this will be a part of the Quality Control Manual until the manufacturer determines the cost verses the savings. The manufacturer feels they are getting faulty numbers due to XXXXXXXXX being purchased by XXXXXXXXXXXXXXXXXXXX and all the shortages, etc.

This is to certify that the State of Florida audited the XXXXXXXXXXXXXXX manufacturing facility to evaluate the understanding and the implementation of the new Q.A. Manual and new Traveler in respect to the new HUD checklist. An audit using the traveler, the new Q.A. Manual plus the HUD checklist attributes were used by Florida to assure that XXXXXXXXXXXXXXX can produce conforming homes based on the execution of the Quality Control staff and all of the responsible associates. The State of Florida has concluded that the manufacturer can produce homes that conform based on the implementation of the Q.A. and the approved DAPIA designs and are producing 3-4 floors per day.

IPIA Supervisor: 
(Curtis W. Blackmon)

Date: _____ 07/08/2001 _____

Report Organization: Section 1: Plant Specific Information; Section 2: Basis for Evaluation; Section 3: Conclusion Statement

Attachments: (1) Certification Summary by Q.A. Attribute; (2) Work Process Description by Areas and Stations; (3) Plant Layout; (4) Inspection Checklist; (5) List of Accountable Personnel by Job Title; (6) Inspection Report of Findings by Area; (7) On Line Process Analysis by HUD Q.A. Checklist Attribute; and (8) Changes to the Q.A. Manual.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 29 of 71
---	------------------------------	---------------------------

STATE OF FLORIDA QUALITY ASSURANCE MANUAL OBSERVATIONS

Manufacturer: XXXXXXXXXXXXXXXXXX
 Review Begin Date: 06/15/2011

VII-A: STATION-BY-STATION DESCRIPTION OF THE MANUFACTURING PROCESS

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATION
1	69 QC 11.1	04/03/10	a. Manufacturer uses areas with stations for work to be done b. according to their approved quality control manual. Traveler c. lists all major elements and processes carried out and must be signed off before leaving that area and / or covered up. Off-Line assembly is shown on Production process description and is also on the Area work description Definitive control points are at the end of the production process work area.
This attribute is currently acceptable to Florida.			

VII-B: A LIST OF MANUFACTURER REQUIRED INSPECTIONS AT EACH STATION

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
1	69 QC 11.1	04/03/10	a. The Production process description lists all inspection points and b. the manufacturer uses the Traveler to assure each inspection is c. performed with the accountable person signing off on the d. Traveler. Evaluated. No Issues (Inspection Checklist) Evaluated. No Issues Exterior and Interior wall build plus roof build is off-line and is address on the Production Process Description and on the Area Work Description. These work stations are within the areas where the accountable associated must sign off for the work that was done before it is covered up or moves to the next area
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 30 of 71
---	------------------------------	---------------------------

VII-C: CLEAR COMPATIBILITY BETWEEN THE STATION-BY-STATION DESCRIPTION AND THE LIST OF INSPECTIONS

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATION
1	69 QC 11.1	04/03/10	a. Manufacturer has overlapping stations within work areas; however, b. the Traveler (checklist) has a list of the inspections to be carried out for each station before items are to be covered. Manufacturer uses the Traveler to control work within the Area to assure work is not covered or moved to the next Area without accountability.

This attribute is currently acceptable to Florida.

VII-D: METHOD TO ENSURE REQUIRED DOCUMENTS ARE SHIPPED WITH EACH HOME

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
1	QA 11 OF 19	04/30/10	a. Evaluated, no issues. Manufacturer does build AC b. homes. Letters are on file at the Plant and with the IPIA. Required papers are also shipped with home. Evaluated, no issues.

This attribute is currently acceptable to Florida.

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 32 of 71
---	------------------------------	---------------------------

VII-G: PROVISIONS FOR A CLEAR METHODOLOGY TO DEFINE FUNCTIONAL OBLIGATIONS, RESPONSIBILITIES AND AUTHORITY OF Q.C. PERSONNEL

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
1	QA 29 of 29	09/04/09	<ul style="list-style-type: none"> a. Manufacturer has a matrix maintained in the office for reasons of accountability b. Manufacturer has a plant assignment chart that lists each accountable associate and the Traveler must be signed by these associates for their inspection of each item listed. c. Evaluated, no issues.
This attribute is currently acceptable to Florida.			

VII-H: ELECTRICAL TESTING

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluated, no issues
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 33 of 71
---	------------------------------	---------------------------

VII-I: GAS SUPPLY TESTING

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues.
This attribute is currently acceptable to Florida.			

VII-J: WATER SUPPLY TESTING

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues.
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 34 of 71
---	------------------------------	---------------------------

VII-K: PLUMBING DWV TESTING

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues.
This attribute is currently acceptable to Florida.			

VII-L: PROCEDURES TO VERIFY ACCURATE SPREAD RATE OF LIQUID VAPOR RETARDER

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Liquid Vapor Retarder is not used at this manufacturer at this time. Homes are designed for Uo Value Zone I.
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 35 of 71
---	------------------------------	---------------------------

VII-M: PROCEDURES TO VERIFY ADEQUATE BLOWN INSULATION; BAG COUNT AND DEPTH

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues.
This attribute is currently acceptable to Florida.			

VII-N: PROCEDURES TO VERIFY ADEQUATE CURING OF URETHANE FOAM ADHESIVES

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues.
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 36 of 71
---	------------------------------	---------------------------

VII-O: PROCEDURES TO VERIFY ADEQUATE GLUE SET-TIME BEFORE MOVING COMPONENTS

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			Evaluate, no issues. DAPIA has list of approved glues and curing times.
This attribute is currently acceptable to Florida.			

VII-P: LIST OF REQUIRED TEST EQUIPMENT

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			<ul style="list-style-type: none"> a. Manufacturer uses a booklet to keep a record of the annual calibration or recalibration if the equipment is damaged in any way. The equipment has a validation sticker that is not to be removed. b. Manufacturer keeps extra equipment on hand so the first can be sent in for recalibration. Calibration is done annually or if equipment is damaged.
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 38 of 71
---	------------------------------	---------------------------

VII-R: CLEARLY DEFINE THE PROCEDURES TO PURCHASE, RECEIVE AND INSPECT COMPONENTS AND CONSTRUCTION MATERIALS (Continued)

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
1	QA 9 of 29	06/23/11	<p>b. Materials and Storage:</p> <ol style="list-style-type: none"> 1. Material storage and use of is listed on page 11 of 29, material is to be used on a first in, first out basis. 2. Material storage in QC Manual describes procedures to cover material, vent materials, and support materials. 3. Limited shelf life products are to be monitored and cycled per manufacturer's instructions. <p>c. Evaluated, no issues.</p>
This attribute is currently acceptable to Florida.			

VII-S: PROCEDURES FOR THE ACCEPTANCE AND VERIFICATION OF ROOF TRUSSES

ITEM	PAGE NUMBER	APPROVAL DATE	DESCRIPTION OF OBSERVATIONS
			<p>Receiving verifies trusses are proper by matching the truss print with the number on the packing slip.</p> <p>Manufacturer has asked and the truss maker complied by providing a print with each truss delivered. A print of the truss is now attached to the bundle.</p> <p>The receiver does a visual inspection and stores the trusses</p> <p>The Line worker performs an full inspection when the bundle has been opened</p> <p>The manufacturer has a truss booklet at the roof building station with approved trusses for inspection.</p>
This attribute is currently acceptable to Florida.			

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 40 of 71
---	------------------------------	---------------------------



**STATE OF FLORIDA
MANUFACTURED HOUSING SECTION
IPIA INSPECTION REPORT**

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

Area # 1 – (Stations 1-4)
FRAMES
A. FRAME COMPONENT SIZE AND SPACING
B. WELDS PER SPECIFICATIONS
C. SPLICES
D. AXELS CERTIFIED / DUST CAPS INSTALLED
E. TIRES CHECKED
F. HITCH INSPECTED FOR DAMAGE
G. CORRECT SERIAL NUMBER STAMPED
FLOORS
A. FLOOR JOISTS - GRADE AND SPECIES
B. SHEAR WALL JOISTS - GRADE SPECIES GAPS
C. FLOOR FRAMING FASTENING
D. NOTCHES, HOLES & SPLICES PER DAPIA
E. FLOOR RECESSES & ANGLES WHEN APPLICABLE
F. PIPE & FITTING PER PRINT (WATER)
G. IPE & FITTING PER PRINT (DRAIN LINES)
H. CLEAN OUTS WHERE REQUIRED
I. WIRE SECURED 54" O.C. (4'-6" O.C.)
AREA #2 (Stations 3-5)
FLOOR FINISH
A. DRAIN LINES SECURED PER SPECIFICATIONS
B. WATER LINES SECURED PER SPECIFICATIONS
C. BLOCKING AND SLOPE OF DRAIN LINES
D. INSULATION COVERAGE
E. FLOOR DECKING FASTENING
F. FRAME TO FLOOR ATTACHMENT - STD
G. FRAME PAINT COVERAGE

DATE: 07/08/11

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 41 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

AREA #3 (Stations 6-10)
GENERAL
A. TUB & SHOWER BASE INSTALLATION
WALLS
A. STUD GRADE & SPECIES
B. TOP & BOTTOM PLATE GRADE/SPECIE
C. INTERIOR WALL PANEL FASTENING
D. SHEAR WALL PANEL FASTENING
E. COLUMN LOCATION AND CONSTRUCTION
F. MARRIAGE LINE COLUMN TIE DOWN BRACKETS
G. INT. WALLS LOCATED & FASTENED PER PRINT
H. HEADER CONSTRUCTION
I. NOTCHES AND HOLES PER DAPIA
J. CORRECT INSULATION R-VALUE
K. FASTENING SHEAR WALL TO FLOOR
L. FASTENING SHEAR WALL TO WALL
M. EXTERIOR WALL FASTENING WALL TO FLOOR & WALL TO WALL
N. UPLIFT STRAPS AT FLOOR (LOCATION & FASTENERS)
AREA #4 (Stations 10-15)
GENERAL
A. SHEAR WALL BACK PANEL FASTENING
B. BACK PANEL FASTENING
C. EXTERIOR WALL INSULATION VOIDS
D. VERTICAL TIE DOWN STRAPS INSTALLED PER DAPIA
E. EXTERIOR SHEATHING FASTENING

IPIA REPRESENTATIVE : VARIES

DATE: 07/08/2011

PAGE: 2 OF 5

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 42 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

AREA #4 (Stations 10-15) - CONTINUED	
ROOF BUILD & SET	
A. RIDGE BEAM FABRICATION (PLYWOOD) GRADE, GLUE TIME & FASTENING	
B. TRUSS INSPECTION, SPACING AND INSTALLATION	
C. FOAM SEAL APPLICATION (SET TIME, GAPS)	
D. DUCTS AND REGISTERS PER PRINT	
E. HVAC DUCT TESTING (DUCT BLASTER)	
F. PAINT COVERAGE	
G. INTERIOR WALL FASTENING AT CEILING	
H. INT. SHEAR WALL FASTENING AT CEILING	
I. EXTERIOR WALL FASTENING AT ROOF	
J. EXT. SHEAR WALL FASTENING AT ROOF	
K. OVERHANG CONSTRUCTION PER DAPIA	
L. UPLIFT STRAPS (MARRIAGE WALL - TOP)	
M. UPLIFT STRAPS (SIDEWALL - TOP)	
N. INSULATION BAG COUNT AND DEPTH	
O. INTERIOR DUCT RISERS AT FLOOR	
P. INTERIOUR DUCT RISERS AT CEILING	
ELECTRICAL	
A. WIRE PROTECTORS AND SECUREMENT INTERIOR WALLS	
B. WIRE PROTECTORS AND SECUREMENT EXTERIOR WALLS	
C. WIRE SECURED IN ROOF INCLUDING EXTERIOR DROPS	
D. BOX SIZES AND SUPPORTS	
E. RECEPTACLE LOCATIONS	
F. BREAKERS SIZED AND IDENTIFIED	
G. SMOKE DETECTORS PER PRINT	
H. VISUAL POLARITY (240 RECEPTACLES)	

DATE: 07/08/11

IPIA REPRESENTATIVE: VARIES

PAGE: 3 OF 5

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 43 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX
MANUFACTURER: XXXXXXXXXXXXXXXXXX
LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

AREA #5 (Stations 16-18, Yard)
GENERAL
A. GYPSUM AT RANGE AREA
B. CHECK RATED WINDOW LOCATIONS
C. EGRESS WINDOW LOCATION
D. CORRECT SAFETY GLASS LOCATION
E. EXTERIOR WINDOW INSTALLATION
F. EXTERIOR DOOR INSTALLATION
G. EXTERIOR SHEATHING (CHECK INFILTRATION AND SHEAR WALL FASTENING AS REQUIRED)
H. EXTERIOR SIDING PER MANUFACTURER'S INSTRUCTIONS
I. FIREPLACE INSTALLED PER MANUFACTURER
J. FIREPLACE CAUKED AND HEARTH GROUTED
K. FIRE STOPPING IN WATER HEATER/ AIRHANDLER COMPARTMENT
L. CHECK MOISTURE PROOFING AT FLOOR PENETRATIONS
M. FRAME ATTACHMENT TO FLOOR - F&L
ROOFS
A. ROOF SHEATHING FASTENING
B. UNDERLAYMENT CEMENT COVERAGE
C. SHINGLES INSTALLED PER SPECIFICATIONS
D. FLASHING AT PENETRATIONS
E. DORMER CONSTRUCTION
ELECTRICAL
A. CIRCUITS IDENTIFIED, PANEL BOX GROUNDED
B. EXTERIOR RECEPTACLES COMPLETED
C. FIXTURES INSTALLED
D. POLARITY TEST
E. CONTINUITY TEST
F. DI-ELECTRICAL PRETEST

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES

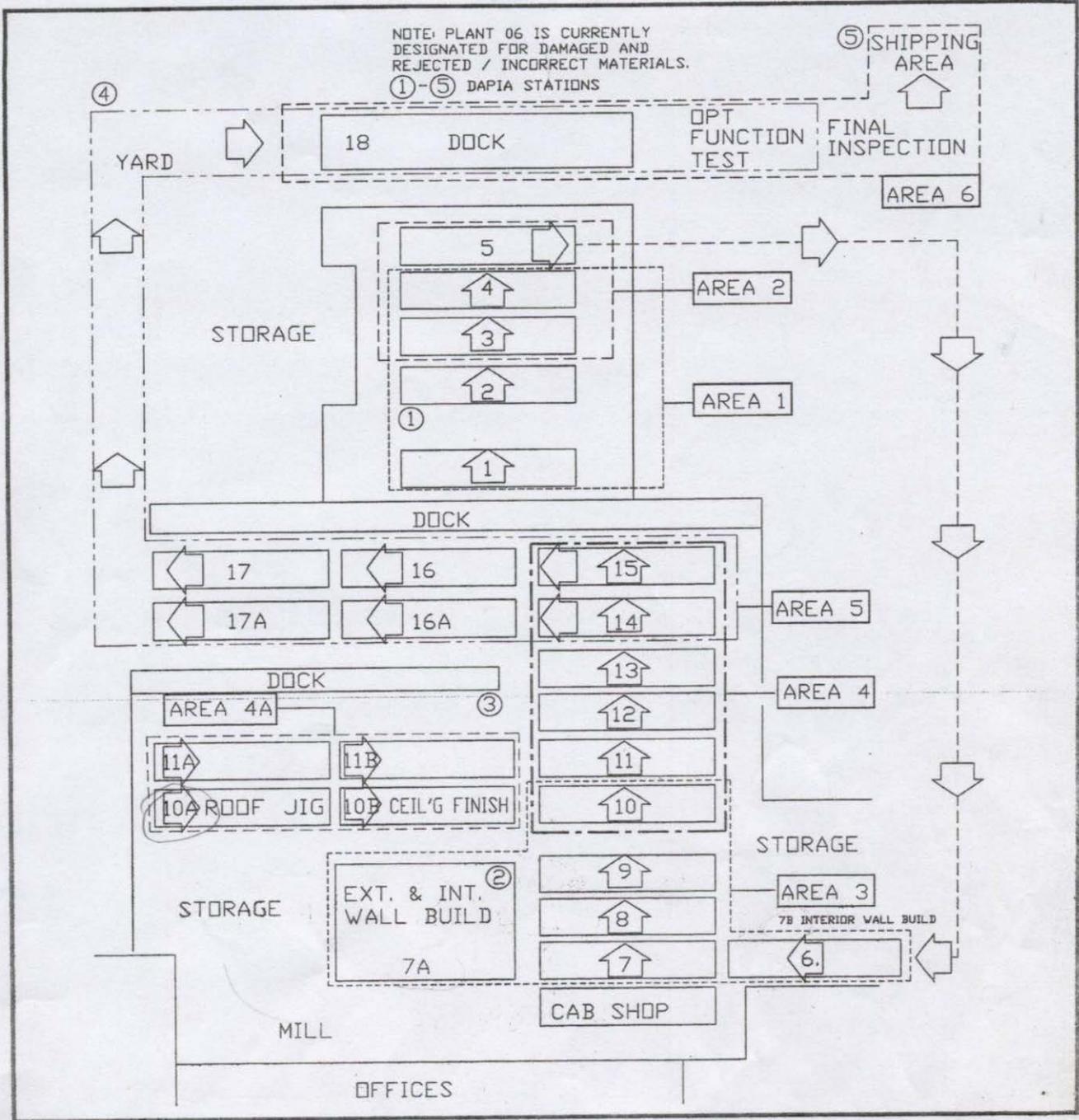
PAGE: 4 OF 5

MANUFACTURED HOUSING SECTION

Subject:
QUALITY CONTROL REVIEW

Procedure #
MHS-10

Page #
46 of 71



APPROVAL:

XXXXXXXXXX

Conforms to
HUD MHCS
4/6/10

XXXX XXX XXX XXXX
XXXXX XXXXX XXXXX
Florida **XXXXX**

TITLE: PRODUCTION PROCESS DESCRIPTION
PAGE 1 OF 2

DATE: 12/10/1986
REVISED: 04/03/2010
PAGE NO. 69QC-11.1

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 47 of 71
---	------------------------------	---------------------------

AREA WORK DESCRIPTION

AREA	WORK DESCRIPTION	LINE POSITION
(1)	FRAMES, FLOOR FRAMING, FLOOR DECKING ROUGH PLUMBING (DWV & WATER)	(1) THROUGH (4)
(2)	FLOOR FRAMING, FLOOR DECKING, PLUMBING, FLOOR FINISH (SEALER, ROLLED GOODS), FLOOR WIRING (IF APPL.), INSULATION, BOTTOM BOARD INSTALLATION.	(3) THROUGH (5)
(3)	FINISH PLUMBING, CAB SET, WALL BUILD AND SET (INT & EXT)., LOOSE PANEL, ROUGH ELECTRICAL WALLS	(6) THROUGH (10)
(4A)	ROOF CONSTRUCTION, CEILING DUCTS	10A/B 11A/B
(4)	ROOF SET, ROUGH ELECTRICAL WALLS & ROOF LOOSE PANEL EXTERIOR: WALLS & ROOF INSULATION: WALLS & ROOF, TRIM, DOORS, FINISH ELECTRICAL WALLS & ROOF.	(10) THROUGH (15)
(5)	EXTERIOR COMPLETION, TRIM, FINAL FINISH, SYSTEMS PRE-TESTING, SHORTAGE CATCH-UP, FINAL REPAIR AND REWORK.	(14) THROUGH (18)
(6)	SYSTEMS TEST, OPTIONAL "FUNCTION TEST" AREA PART OF STATION 18 (YARD). "TANKLESS WATER HEATER, PRE-POWER CHECK, POWER CHECK, OPERATIONAL CHECKS", FINAL INSPECTION. SHIPMENT STAGING. NOTE: H.U.D. LABELS ARE TO BE INSTALLED AFTER ALL WORK HAS BEEN COMPLETED INCLUDING FINAL INSPECTION, AND OPTIONAL FUNCTION TESTING.	(18)

NOTE: ANY WORK, WHICH CAN NOT BE COMPLETED WITHIN THE WORK AREA AS OUTLINED ABOVE, DUE TO MATERIAL- OR MANPOWER SHORTAGE, OR ANY OTHER UNFORSEEN CONDITIONS, MUST BE SO NOTED ON THE QC-CHECK SHEET, COMPLETED AND REINSPECTED AT A LATER STAGE OF PRODUCTION WHICH WILL NOT PROHIBIT VISUAL INSPECTION. (ITEMS LISTED IN "FINAL INSPECTION" EXCLUDED)

APPROVAL:

XXXXXXXXXX

Conforms to
HUD MHCSS
4/6/10

XXXX XXX XXX XXXX
XXXXX XXXXX XXXXX Florida **XXXXX**

TITLE: PRODUCTION PROCESS
DESCRIPTION
PAGE 2 OF 2

DATE: 12/10/1986
REVISED: 04/03/2010
PAGE NO. 69QC-11.1

MANUFACTURED HOUSING SECTION

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 49 of 71
---	------------------------------	---------------------------

QUALITY CONTROL INSPECTION CHECKLIST

Model # _____

Serial # _____

Date: _____

AC C	REJ	AREA #1 (Stations 1-4)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
		FRAMES				
		1. FRAME COMPONENT SIZE AND SPACING				
		2. WELDS PER SPECIFICATIONS				
		3. SPLICES				
		4. AXELS CERTIFIED / DUST CAPS INSTALLED				
		5. TIRES CHECKED				
		6. HITCH INSPECTED FOR DAMAGE				
		7. CORRECT SERIAL NUMBER STAMPED				
		FLOOR				
		1. FLOOR JOISTS - GRADE AND SPECIES				
		2. SHEAR WALL JOISTS - GRADE SPECIES GAPS				
		3. FLOOR FRAMING FASTENING				
		4. NOTCHES, HOLES & SPLICES PER DAPIA				
		5. FLOOR RECESSES & ANGLES WHEN APPLICABLE				
		6. PIPE & FITTINGS PER PRINT (WATER)				
		7. PIPE & FITTINGS PER PRINT (DRAIN LINES)				
		8. CLEAN OUTS WHERE REQUIRED				
		9. WIRE SECURED 54" O.C. (4'-6" O.C.)				
AC C	REJ	AREA #2 (Stations 3-5)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
		FLOOR FINISH				
		1. DRAIN LINES SECURED PER SPECIFICATIONS				
		2. WATER LINES SECURED PER SPECIFICATIONS				
		3. BLOCKING AND SLOPE OF DRAIN LINES				
		4. INSULATION COVERAGE				
		5. FLOOR DECKING FASTENING				
		6. FRAME TO FLOOR ATTACHMENT - STD				
		7. FRAME PAINT COVERAGE				
AC C	REJ	AREA #3 (Stations 6-10)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
		GENERAL				
		1. TUBS & SHOWER BASE INSTALLATION				
		WALLS				
		1. STUD GRADE & SPECIES				
		2. TOP & BOTTOM PLATE GRADE/SPECIE				
		3. INTERIOR WALL PANEL FASTENING				
		4. SHEAR WALL PANEL FASTENING				
		5. COLUMN LOCATION AND CONSTRUCTION				
		6. MARRIAGE LINE COLUMN TIE DOWN BRACKETS				
		7. INT. WALLS LOCATED & FASTENED PER PRINT				

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 50 of 71
---	------------------------------	---------------------------

ACC	REJ		AREA #3 (CONTINUED)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
			WALLS (CONTINUED)				
		1	HEADER CONSTRUCTION				
		2	NOTCHES AND HOLES PER DAPIA				
		3	CORRECT INSULATION R R-VALUE				
		4	FASTENING SHEAR WALL TO FLOOR				
		5	FASTENING SHEAR WALL TO WALL				
		6	EXTERIOR WALL FASTENING WALL TO FLOOR & WALL TO WALL				
		7	UPLIFT STRAPS AT FLOOR (LOCATION & FASTENERS)				
ACC	REJ		AREA #4 (Stations 10-15)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
			GENERAL				
		1	SHEAR WALL BACK PANEL FASTENING				
		2	BACK PANEL FASTENING				
		3	EXTERIOR WALL INSULATION VOIDS				
		4	VERTICAL TIE DOWN STRAPS INSTALLED PER DAPIA				
		5	EXTERIOR SHEATHING FASTENING				
			ROOF BUILD & SET				
		1	RIDGE BEAM FABRICATION (PLYWOOD GRADE, GLUE TIME & FASTENING)				
		2	TRUSS INSPECTION, SPACING AND INSTALLATION				
		3	FOAM SEAL APPLICATION (SET TIME, GAPS)				
		4	DUCTS AND REGISTERS PER PRINT				
		5	HVAC DUCT TESTING (DUCT BLASTER)				
		6	PAINT COVERAGE				
		7	INTERIOR WALL FASTENING AT CEILING				
		8	INT. SHEAR WALL FASTENING AT CEILING				
		9	EXTERIOR WALL FASTENING AT ROOF				
		10	EXT. SHEAR WALL FASTENING AT ROOF				
		11	OVERHANG CONSTRUCTION PER DAPIA				
		12	UPLIFT STRAPS (MARRIAGE WALL - TOP)				
		13	UPLIFT STRAPS (SIDEWALL - TOP)				
		14	INSULATION BAG COUNT AND DEPTH				
		15	INTERIOR DUCT RISERS AT FLOOR				
		16	INTERIOUR DUCT RISERS AT CEILING				
			ELECTRICAL				
		1	WIRE PROTECTORS AND SECUREMENT INTERIOR WALLS				
		2	WIRE PROTECTORS AND SECUREMENT EXTERIOR WALLS				
		3	WIRE SECURED IN ROOF INCLUDING EXTERIOR DROPS				
		4	BOX SIZES AND SUPPORTS				
		5	RECEPTACLE LOCATIONS				
		6	BREAKERS SIZED AND IDENTIFIED				
		7	SMOKE DETECTORS PER PRINT				
		8	VISUAL POLARITY (240 RECEPTACLES)				

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 52 of 71
---	------------------------------	---------------------------

ACC	REJ	AREA #6 (Stations 16-18, Yard)	DESCRIPTION OF DEVIATION	CORRECTION ACTION TAKEN	COR BY	ACC BY
		FINAL INSPECTION				
		1	ELECTRICAL BOTTOM BOARD REPAIR			
		2	PLUMBING BOTTOM BOARD REPAIR			
		3	EGRESS WINDOW TEST			
		4	OPERATIONAL TEST (120 & 240)			
		5	DI-ELECTRICAL TEST			
		6	GAS LINES SUPPORTED 4'-0" O.C.			
		7	GAS LINE TESTED WITH APPROVED SOLUTION			
		8	GAS INLET ANCHORED WITHING 6 INCHES			
		9	GAS LINE TEST - 3 PSI FOR 10 MINUTES			
		10	WATER LINE TEST - 100 PSI FOR 15 MINUTES			
		11	DWV FLOOD LEVEL TEST			
		12	PLUMBING FIXTURE TEST			
		13	CHECK ALL ABOVE FLOOR PLUMBING FOR COMPLETION			
		14	CHECK SLOPE & COMPLETION OF ALL TRAPS			
		15	FIRESTOP IN WATER HEATER / AH COMPARTMENT COMPLETED			
		16	ACCESS PANELS AS REQUIRED			
		17	ALL TAGS, FORMALDEHYDE NOTICE, CORRECT DATA PLATE INSTALLED			
		18	HUD LABELS ATTACHED			

THE QUALITY CONTROL DEPARTMENT HAS MONITORED THE INSPECTION PROCESS OF THIS HOME AND VERIFIED THAT THIS CHECK LIST IS COMPLETE AND ALL DEVIATIONS HAVE BEEN CORRECTED AS NOTED

QUALITY CONTROL MANAGER'S SIGNATURE

HUD LABEL NUMBER (S)

DATE:

REVISION DATE: 5/24/11

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 54 of 71
---	------------------------------	---------------------------

ASSIGNMENT CHART

XXXXXXXXXXXXXXXXXXXX

Station-by-Station
Work Process

ACC	REJ		Area #1 (Stations 1-4)	Supervisor	Team Leader	Alternate
			FRAMES			
		1	FRAME COMPONENT SIZE AND SPACING	S-1	TL-1	A-1
		2	WELDS PER SPECIFICATIONS	S-1	TL-1	A-1
		3	SPLICES	S-1	TL-1	A-1
		4	AXELS CERTIFIED / DUST CAPS INSTALLED	S-1	TL-1	A-1
		5	TIRES CHECKED	S-1	TL-1	A-1
		6	HITCH INSPECTED FOR DAMAGE	S-1	TL-1	A-1
		7	CORRECT SERIAL NUMBER STAMPED	S-1	TL-1	A-1
			FLOORS			
		1	FLOOR JOISTS - GRADE AND SPECIES	S-1	TL-1	A-2
		2	SHEAR WALL JOISTS - GRADE SPECIES GAPS	S-1	TL-1	A-2
		3	FLOOR FRAMING FASTENING	S-1	TL-1	A-2
		4	NOTCHES, HOLES & SPLICES PER DAPIA	S-1	TL-1	A-2
		5	FLOOR RECESSES & ANGLES WHEN APPLICABLE	S-1	TL-1	A-2
		6	PIPE & FITTING PER PRINT (WATER)	S-1	TL-1	A-2
		7	PIPE & FITTING PER PRINT (DRAIN LINES)	S-1	TL-1	A-2
		8	CLEAN OUTS WHERE REQUIRED	S-1	TL-1	A-2
		9	WIRE SECURED 54" O.C. (4'-6" O.C.)	S-1	TL-1	A-2
ACC	REJ		AREA #2 (Stations 3-5)			
			FLOOR FINISH			
		1	DRAIN LINES SECURED PER SPECIFICATIONS	S-1	TL-1	A-2
		2	WATER LINES SECURED PER SPECIFICATIONS	S-1	TL-1	A-2
		3	BLOCKING AND SLOPE OF DRAIN LINES	S-1	TL-1	A-2
		4	INSULATION COVERAGE	S-1	TL-1	A-2
		5	FLOOR DECKING FASTENING	S-1	TL-1	A-2
		6	FRAME TO FLOOR ATTACHMENT - STD	S-1	TL-1	A-2
		7	FRAME PAINT COVERAGE	S-1	TL-1	A-2
ACC	REJ		AREA #3 (Stations 6-10)			
			GENERAL			
		1	TUB & SHOWER BASE INSTALLATION	S-1	TL-2	A-3
			WALLS			
		1	STUD GRADE & SPECIES	S-2	TL-3	A-4
		2	TOP & BOTTOM PLATE GRADE/SPECIE	S-2	TL-3	A-4
		3	INTERIOR WALL PANEL FASTENING	S-2	TL-3	A-4
		4	SHEAR WALL PANEL FASTENING	S-2	TL-3	A-4
		5	COLUMN LOCATION AND CONSTRUCTION	S-2	TL-3	A-4
		6	MARRIAGE LINE COLUMN TIE DOWN BRACKETS	S-2	TL-3	A-4
		7	INT. WALLS LOCATED & FASTENED PER PRINT	S-2	TL-3	A-4

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 55 of 71
---	------------------------------	---------------------------

ACC	REJ		AREA #3 (Stations 6-10) CONTINUED	Supervisor	Team Leader	Alternate
			WALLS CONTINUED			
		8	HEADER CONSTRUCTION	S-2	TL-3	A-4
		9	NOTCHES AND HOLES PER DAPIA	S-2	TL-3	A-4
		10	CORRECT INSULATION R-VALUE	S-2	TL-3	A-4
		11	FASTENING SHEAR WALL TO FLOOR	S-2	TL-3	A-4
		12	FASTENING SHEAR WALL TO WALL	S-2	TL-3	A-4
		13	EXTERIOR WALL FASTENING WALL TO FLOOR & WALL TO WALL	S-2	TL-3	A-4
		14	UPLIFT STRAPS AT FLOOR (LOCATION & FASTENERS)	S-2	TL-3	A-4
ACC	REJ		AREA #4 (Stations 10-15)			
			GENERAL			
		1	SHEAR WALL BACK PANEL FASTENING	S-2	TL-3	A-4
		2	BACK PANEL FASTENING	S-2	TL-3	A-4
		3	EXTERIOR WALL INSULATION VOIDS	S-3	TL-7	A-8
		4	VERTICAL TIE DOWN STRAPS INSTALLED PER DAPIA	S-3	TL-7	A-8
		5	EXTERIOR SHEATHING FASTENING	S-3	TL-7	A-8
			ROOF BUILD & SET			
		1	RIDGE BEAM FABRICATION (PLYWOOD) GRADE, GLUE TIME & FASTENING	S-3	TL-5	A-6
		2	TRUSS INSPECTION, SPACING AND INSTALLATION	S-3	TL-5	A-6
		3	FOAM SEAL APPLICATION (SET TIME, GAPS)	S-3	TL-5	A-6
		4	DUCTS AND REGISTERS PER PRINT	S-3	TL-5	A-6
		5	HVAC DUCT TESTING (DUCT BLASTER)	S-3	TL-5	A-6
		6	PAINT COVERAGE	S-3	TL-5	A-6
		7	INTERIOR WALL FASTENING AT CEILING	S-4	TL-6	A-7
		8	INT. SHEAR WALL FASTENING AT CEILING	S-4	TL-6	A-7
		9	EXTERIOR WALL FASTENING AT ROOF	S-4	TL-6	A-7
		10	EXT. SHEAR WALL FASTENING AT ROOF	S-4	TL-6	A-7
		11	OVERHANG CONSTRUCTION PER DAPIA	S-3	TL-5	A-6
		12	UPLIFT STRAPS (MARRIAGE WALL - TOP)	S-4	TL-6	A-7
		13	UPLIFT STRAPS (SIDEWALL - TOP)	S-4	TL-7	A-7
		14	INSULATION BAG COUNT AND DEPTH	S-4	TL-6	A-11
		15	INTERIOR DUCT RISERS AT FLOOR	S-4	TL-6	A-7
		16	INTERIOUR DUCT RISERS AT CEILING	S-4	N/A	A-7
			ELECTRICAL			
		1	WIRE PROTECTORS AND SECUREMENT INTERIOR WALLS	S-4	TL-8	A-9
		2	WIRE PROTECTORS AND SECUREMENT EXTERIOR WALLS	S-4	TL-8	A-9
		3	WIRE SECURED IN ROOF INCLUDING EXTERIOR DROPS	S-4	TL-8	A-9
		4	BOX SIZES AND SUPPORTS	S-4	TL-8	A-9
		5	RECEPTACLE LOCATIONS	S-4	TL-8	A-9
		6	BREAKERS SIZED AND IDENTIFIED	S-4	TL-8	A-13
		7	SMOKE DETECTORS PER PRINT	S-4	TL-8	A-13
		8	VISUAL POLARITY (240 RECEPTACLES)	S-4	TL-8	A-13

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 56 of 71
---	------------------------------	---------------------------

ACC	REJ		AREA #5 (Stations 16-18), Yard	Supervisor	Team Leader	Alternate
			GENERAL			
		1	GYPSUM AT RANGE AREA	S-4	TL-8	A-13
		2	CHECK RATED WINDOW LOCATIONS	S-3	TL-7	A-8
		3	EGRESS WINDOW LOCATION	S-3	TL-7	A-8
		4	CORRECT SAFETY GLASS LOCATION	S-3	TL-7	A-8
		5	EXTERIOR WINDOW INSTALLATION	S-3	TL-7	A-8
		6	EXTERIOR DOOR INSTALLATION	S-3	TL-7	A-8
		7	EXTERIOR SHEATHING (CHECK INFILTRATION AND SHEAR WALL FASTENING AS REQUIRED)	S-3	TL-7	A-8
		8	EXTERIOR SIDING PER MANUFACTURER'S INSTRUCTIONS	S-3	TL-7	A-8
		9	FIREPLACE INSTALLED PER MANUFACTURER	S-2	N/A	A-6
		10	FIREPLACE CAUKED AND HEARTH GROUTED	S-1	N/A	A-6
		11	FIRE STOPPING IN WATER HEATER/ AIRHANDLER COMPARTMENT	S-1	TL-2	A-3
		12	CHECK MOISTURE PROOFING AT FLOOR PENETRATIONS	S-1	TL-2	A-3
		13	FRAME ATTACHMENT TO FLOOR - F&L	S-4	N/A	N/A
			ROOFS			
		1	ROOF SHEATHING FASTENING	S-4	TL-6	A-7
		2	UNDERLAYMENT CEMENT COVERAGE	S-4	TL-6	A-7
		3	SHINGLES INSTALLED PER SPECIFICATIONS	S-4	TL-6	A-7
		4	FLASHING AT PENETRATIONS	S-4	TL-6	A-7
		5	DORMER CONSTRUCTION	S-4	TL-6	A-7
			ELECTRICAL			
		1	CIRCUITS IDENTIFIED, PANEL BOX GROUNDED	S-4	TL-8	A-13
		2	EXTERIOR RECEPTACLES COMPLETED	S-4	TL-8	A-13
		3	FIXTURES INSTALLED	S-4	TL-8	A-13
		4	POLARITY TEST	S-4	TL-8	A-13
		5	CONTINUITY TEST	S-4	TL-8	A-13
		6	DI-ELECTRICAL PRETEST	S-4	TL-8	A-13
			FINAL FINISH			
		1	APPLIANCES CONNECTED & SECURED	S-1	TL-1	A-15
		2	DRYER VENT PREPARATION	S-1	TL-1	A-15

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 56 of 71
---	------------------------------	---------------------------

ACC	REJ		AREA #6 (Station 18)
			FINAL INSPECTION
		1	ELECTRICAL BOTTOM BOARD REPAIR
		2	PLUMBING BOTTOM BOARD REPAIR
		3	EGRESS WINDOW TEST
		4	OPERATIONAL TEST (120 & 240)
		5	DI-ELECTRICAL TEST
		6	GAS LINES SUPPORTED 4'-0" O.C.
		7	GAS LINE TESTED WITH APPROVED SOLUTION
		8	GAS INLET ANCHORED WITHING 6 INCHES
		9	GAS LINE TEST - 3 PSI FOR 10 MINUTES
		10	WATER LINE TEST - 100 PSI FOR 15 MINUTES
		11	DWV FLOOD LEVEL TEST
		12	PLUMBING FIXTURE TEST
		13	CHECK ALL ABOVE FLOOR PLUMBING FOR COMPLETION
		14	CHECK SLOPE & COMPLETION OF ALL TRAPS
		15	FIRESTOP IN WATER HEATER / AH COMPARTMENT COMPLETED
		16	ACCESS PANELS AS REQUIRED
		17	ALL TAGS, FORMALDEHYDE NOTICE, CORRECT DATA PLATE INSTALLED
		18	HUD LABELS ATTACHED

Supervisor	Team Leader	Alternate
S-4	N/A	A-14
S-1	TL-1	A-15
S-3	TL-7	A-17
S-4	N/A	A-14
S-4	N/A	A-14
S-1	TL-1	A-15
S-1	TL-1	A-15
S-1	TL-1	A-15
S-1	TL-1	A-15
S-1	TL-1	A-15
S-5	N/A	A-18
S-5	N/A	A-18

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 59 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

Quality Process Analysis Area #1: Frame Inspection Stations 1-4

H.D. is the Supervisor and is responsible for efficient operations in this Area and responsible for the Team Leader. J.M. is the Team Leader and primary inspector. E.T. is the alternate. All three associates are trained in the Area. Each were able to determine the compliance of the items in this Area. Each knew the requirements; however, it took longer for them to find the correct pages in the reference material. They are receiving more training. **Acceptable**

Quality Process Analysis Area #1: Floors

H.D. is the Supervisor and is responsible for efficient operations in his Area and responsible for the Team Leader. J.M. is the Team Leader and primary inspector. Both trained associates were able to determine if the components were in compliance by locating the Referenced material in a reasonable time frame. **Acceptable**

Quality Process Analysis Area #2: Floor Finish Stations 3-5

H.D. is the Supervisor and is responsible for efficient operations in his Area and is responsible for the Team Leader. J.M. is the Team Leader and primary inspector. Both associates are able to determine compliance of components and were able to find the references in a timely manner. **Acceptable**

Quality Process Analysis Area #3: General Stations 6-10

H.D. is the Supervisor and is responsible for efficient operations in his Area and is responsible for the Team Leader and alternates A.A. is the alternate for Line Item #1: **WALLS**. L.M. is the Supervisor and is responsible for efficient operations in his Area. B.B. is the Team Leader and primary inspector, D.P. is the alternate for Line Items 1-5. D.L. is the Supervisor and responsible for Efficient operations in his Area. J.R. is the Team Leader and primary inspector for items 6 & 7. All knew the requirements; however, finding the references to the DAPIA took too long. They have received a refresher training course. I.M. is the Supervisor and is responsible for efficient operations in his Area. B.B. is the Team Leader and primary inspector for Line Items #8, 9, 10. D.J. is the Supervisor and is responsible for efficient operations in his Area. E.H. is the alternate for Line Items #11, 12, 13, 14. Requirements were known; however, it took a little time for the alternate to find the proper fastening schedule. He was shown the proper pages and was instructed on how to find references. More training will be done. **Acceptable**

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES PAGE: 1 OF 3

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 60 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX
 MANUFACTURER: XXXXXXXXXXXXXXXXXX
 LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

Quality Process Analysis Area #4: General Stations 10-15
D.J. is the Supervisor and is responsible for efficient operations in his Area and is responsible for the Team Leader. J.M. is the alternate. They are responsible for line items #1 & 2. H.B. is the Supervisor and is responsible for efficient operations in his Area and is responsible for the Team Leader. J.I. is the Team Leader and primary inspector responsible for line items #3, 4 and 5. The requirements were known by each associate, finding the references took too long. They have received more training. Acceptable
Quality Process Analysis Area #4 Roof Build and Set
H.B. is the Supervisor and is responsible for the efficient operations of his Area and is responsible for the Team Leader. CG. is the Team Leader and primary inspector. C.R. is the alternate for line items #1-6. Each associate knew the requirements and were able to determine the compliance of the components and were able to find the requirements in the approved manufacturer's reference materials in a timely manner. D.J. is the Supervisor and is responsible for the efficient operations in his Area. He is responsible for the Team Leader. M.M. is the alternate. They are responsible for line items #7-16. Each of the associates knew the requirements and were able to find the items in the manufacturer's reference materials. Acceptable
Quality Process Analysis Area #4: Electrical
L.M. is the Supervisor and is responsible for the efficient operations in his Area and is responsible for the Team Leader. The Team Leader position is vacant at this time. J.B. is the alternate and responsible for line items #1-8 with alternate J.C. responsible for items #6, 7 & 8. Each knew the requirements and could make a determination of compliance by finding the reference in a timely manner in the manufacturer's reference materials. Acceptable
Quality Process Analysis Area #5: General Stations 16-18
L.M. is the Supervisor and is responsible for the efficient operations in his Area and he is responsible for the Team Leader. The Team Leader position is vacant at this time. J.C. is the alternate. Both associates knew the requirements and found the reference in a short time. H.B. is the Supervisor and is responsible for the efficient operations of his Area and is responsible for the Team Leader. J.I. is the Team Leader and primary inspector for line items #2-8. Both associates knew the requirements and were able to determine compliance by finding the items in the manufacturer's reference materials. DI. is the Supervisor responsible for the efficient operations of his Area and is responsible for the Team Leader. The Team Leader's position is vacant at this time. J.M. is the alternate. They are responsible for line items #9 & 10. Both knew the requirements but the alternate could not find the reference. He has been trained on how to find the referenced items and where it is in the DAPIA. He has received more training. H.D. is the Supervisor and is responsible for the efficient operations in his Area. He is responsible for the Team Leader. The Team Leader's position is vacant at this time. J.H. is the alternate. Both knew the requirement. The alternate could not find the referenced. He Received immediate training and will continue to receive further training. Acceptable

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES PAGE: 2 OF 3

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 61 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

Quality Process Analysis Area #5: Roofs

D.I. is the Supervisor and is responsible for efficient operation of his Area and is responsible for the Team Leader position which is vacant at this time. J.A. is the alternate and is responsible for line items #1-5. Both associates knew the requirements; however, it took the alternate too long to find the references. He is receiving more technical training. **Acceptable**

Quality Process Analysis Area #5: Electrical

I.M. is the Supervisor and is responsible for the efficient operations of his Area. He is also responsible for the Team leader position which is vacant now. E.E. is the alternate for line items #1-6. Both trained associates knew the requirements and can determine the compliance of components and are able to find the needed references in a short time. **Acceptable**

Quality Process Analysis Area #5: Final Finish

H.D. is the Supervisor and is responsible for the efficient operations in his Area. He is also responsible for the Team Leader. J.McC. is the Team Leader and primary inspector. Both associates knew the requirements and are able to determine if the item is in compliance and find the references in a reasonable time for the line items #1&2. **Acceptable**

Quality Process Analysis Area #6: Final Inspection Station 18

I.M. is the Supervisor and is responsible for the efficient operations in his Area and is responsible for the Team Leader. This position is vacant at this time. E.E. is the alternate. Each associate knew the requirements and are able to determine compliance of the components and find the references in a timely manner for line item #1. H.D. is the Supervisor and is responsible for the efficient operations in his Area and is also responsible for the Team Leader. J.H. is the Team Leader and primary inspector. They are responsible for line item #2. H.B. is the Supervisor and is responsible for the efficient operation in his Area and is responsible the Team Leader. D.L. is the alternate and is responsible for line item #3. Each knew the requirements and where to find the reference. L.M. is the Supervisor and alternate E.E. are responsible for line items #4&5. Both associates know the requirements and are able to determine compliance with the items on the checklist and were able to find the reference in a reasonable time. H.D. is the Supervisor and is responsible for the operations in his Area. J.H. is the alternate and responsible for line items #6-16. Both knew the requirements; however, J.H. had a difficult time finding the reference in a timely manner. He has received more training. L.R. is the Supervisor and is responsible for the efficient operations in his Area and is responsible for the Team Leader position. J.McC. is the Team Leader. They are responsible for line items #17&18. Each associate knew the requirements and is able to determine compliance of the components by finding the reference items in a reasonable amount of time. **Acceptable**

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES

PAGE: 3 **OF** 3

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 63 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

On Line Quality Process Analysis Attribute VII-A

A. The work process as defined in the approved Q.A. Manual for work described in Areas are being followed on the production line.

B. Off-line components are assembled and completed per Q.A. Manual.

C. Control Points as specified in the Q.A. Manual in the work Areas are followed on the production line.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VI-B

A. Required inspections and the point in the production process where they are conducted are identified and these control points are being followed.

B. The Quality Control inspection checklists identified in the Q.A. Manual are being used on the production line.

C. The process to control and verify rejected work is being used. The Manufacturer is now using the five step problem solving process.

D. There are procedures to account for Offline assemblies on the Production Process description and followed on the production line.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-C

A. Control of overlapping disciplines is addressed and being followed on the production line.

B. The Traveler (Q.C. Checklist) is used to ensure accountability of work before it is covered by the next work area. This procedure is being followed on the production line.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-D

A. The purchaser information cards are completed and the Homeowner's and Set-up Manuals are place in the home and verified.

Manufacturer does build AC homes. AC information is in the homeowner's packet. Proper letters are on file at the Manufacturer and with the IPIA.

This Attribute is currently acceptable to Florida.

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES PAGE: 1 OF 5

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 64 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

On-Line Quality Process Analysis Attribute VII-E

A. The performance of the different elements of the Q.A. program are in agreement and are continually trying to improve the quality. Example: Service Manager tracks all repetitive items and passes this on to the Q.C. Manager to eliminate these items.
B. When language barriers are encountered, a bi-lingual person is asked to provide accurate communications and training.
C. Designs are approved by the engineer and are followed on the production line. If a change occurs then the Q.C. Manager must be notified and he will coordinate with the production workers and engineer as described in the Q.A. Manual. This process is adequate and is being followed.
D. Management is coordinating and fully supports the Q.A. Program.
E. Internal auditing process as described in the Q.A. Manual is in use using the five step problem solving process. Information is gathered and reviewed and action taken when needed.
This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-F

A. Quality Assurance personnel identified on the organization chart are carrying out their assigned tasks per the Q.A. Manual.
B. All accountable personnel for inspections are listed and testers are conducting and recording the results of inspections they are responsible and accountable for.
This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-G

A. Accountability and Responsibility for each individual is clearly defined for each inspection and is being followed to assure a quality product.
B. A method is in place to determine accountability for individual inspections and is being used.
C. Prior to the new Q.A. Manual, the manufacturer did not have a Matrix to identify accountable personnel on a daily basis. Manufacturer now has a Matrix and it is being followed per the approved Q.A. Manual.
This Attribute is currently acceptable to Florida.

DATE: 07/08/2011

IPIA REPRESENTATIVE: _____ VARIES PAGE: 2 OF 5

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 65 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

On-Line Quality Process Analysis Attribute VII-H, I, J, & K

Testing and procedures are clearly defined in the Q.A. Manual and meeting the requirements specified in the Federal Standards, and are being followed on the production line.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-L

Manufacturer only builds home that are located in Uo Value Zone I at this time. Vapor retarder is not required.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-M

Procedure for verification of the adequacy of blown insulation is in place with a bag count method and R Factor measuring rulers attached to trusses to assure accurate depth and density

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-N

Instruction for application and adequate curing time are in the DAPIA and also a copy is at the work station where urethane Foam adhesives are used with an accountable associate monitoring.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-O

Information to determine the adequate glue set-time of glued assemblies is available and is being used per department procedure.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-P

A list of required test equipment is being used on the production line; calibration and/or recalibration when required is verified. The procedure to replace or recalibrate test equipment is being followed.

This Attribute is currently acceptable to Florida.

DATE: 07/08/2011

IPIA REPRESENTATIVE: _____ 07/08/2011

PAGE: 3 OF 5

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 66 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

On-Line Quality Process Analysis Attribute VII-Q

A. New employees are introduced to the requirements of the Q.C. Manual, the prints and the manufacturer's installation instructions for the tasks they will be expected to perform.
B. Accountable Quality Assurance personnel received technical and procedural training.
C. Materials used in training include the DAPIA, Manufacturer's Installation Instructions, approved designs, National Electric Code 2005 and Federal Standards.
D. Training is documented on a Training Acknowledgement form and the Supervisor keeps these files on training each accountable associate per Q.A. Manual
E. Accountable and responsible personnel for training are identified in the Q.A. Manual.
F. Trigger points such as repeat failures to conform, (plant is using 5 step problem solving process), change in personnel, and new Products are all used in determining when re-training is required per Q.A. Manual.
This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-R

A. Receiving:
1. The roles and responsibilities are being followed as defined in the Q.A. Manual.
2. Receiving personnel are identified on the Organization Chart and are accountable and responsible for acceptance or rejection of all incoming materials.
3. The receivers are trained as all associates were when they were hired and a form is used for any new hires.
4. A receiving log booklet is maintained and is in use by the receivers.
5. A system is in place for the coordination of materials and design requirements and for substitution of material. These are being followed.
6. Material verification is conducted by the receivers inside the plant as well as outside on certain materials with acceptance or rejection noted on those documents.

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES **PAGE:** 4 **OF** 5

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 67 of 71
------------------------------------	-----------------------	--------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

On-Line Quality Process Analysis Attribute VII-R - Continued

7. Q.C. Manager will provide and verify receiver has all necessary tools to conduct proper inspections.

B. Material and Storage

1. A process is in place for storage of materials and the use of said materials and is being followed by the plant.

2. Materials that require specific storage requirements are identified in the Q.A. Manual and manufacturer's instructions. This is being followed in the plant.

3. Stock rotation is covered in the Q.A. Manual and the requirements are being met by the receiving department.

C. Sampling Plans:

No sampling plans are in use at this plant.

This Attribute is currently acceptable to Florida.

On-Line Quality Process Analysis Attribute VII-S

Procedures to accept and verify roof trusses are in place and being followed by both the receivers and production personnel in the plant. After initial audit by HUD the manufacturer requested the supplier to ship a print of the trusses to be attached to the bundle. The supplier complied with the request and the manufacturer now receives the trusses with a print attached.

This Attribute is currently acceptable to Florida.

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES PAGE: 5 OF 5

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 69 of 71
------------------------------------	-----------------------	--------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

CHANGES IN THE QUALITY ASSURANCE MANUAL

1. This was an omission in the old Quality Control Manual
➤ Material Manager definition changed to include [He is to purchase materials in sufficient quantities and with proper approvals / listings, as required by the DAPIA and/or FMHCSS.]
This process is now in place and working well, if the products are listed and approved it makes everyone's job easier. Acceptable to Florida
2. This was an omission in the old Quality Control Manual
➤ The Quality Control Manager will provide and/or verify the receiver has all necessary documentation and tools to conduct proper inspection
The process is now in place and the receiver has all the tools to do his assigned task. Acceptable to Florida
3. This was an omission in the old Quality Control Manual
➤ The Quality Control Manager may allow the production personnel to schedule repair or correction Of such failures to conform at a later state in the production process, so long as they will not be permanently concealed until the inspection of the repair or shortage can be accomplished. The item Listed on the traveler must be identified as being repaired or completed later.
This process is in place and is working well. Acceptable in Florida.
4. This was an omission in the old Quality Control Manual
➤ The Quality Control Manager will maintain a list of critical items that need to be inspected and/or Tested at the receiving state to assure adherence to specifications and purchase order.
This process is in place and working well. Acceptable to Florida

DATE: 07/08/2011

VARIES

IPIA REPRESENTATIVE: _____

PAGE: 1 OF 3

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 70 of 71
------------------------------------	-----------------------	--------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

CHANGES IN THE TRAVELER

1. Axel inspections were listed on the traveler in the frame shop and again on the traveler in the final finish along with tire inspections and several other items. These have been removed from the final finish area and are being completed in the frame shop.

The process has helped clean up the traveler and to make inspections a more efficient process. This Process is working well. **Acceptable to Florida.**

2. Uplift straps were moved from Area #4 General to Area #4 Roof Build & Set, to be in line with where the Work was being completed and inspected.

This process is working better. **Acceptable to Florida**

DATE: 07/08/2011

IPIA REPRESENTATIVE: VARIES

PAGE: 2 OF 3

Manufactured Housing Section

Subject: QUALITY CONTROL REVIEW	Procedure # MHS-10	Page # 71 of 71
---	------------------------------	---------------------------



STATE OF FLORIDA

MANUFACTURED HOUSING SECTION

IPIA INSPECTION REPORT

LICENSE: XXXXXXXXXXXXXXXXXX

MANUFACTURER: XXXXXXXXXXXXXXXXXX

LOCATION: XXXXXXXXXXXXXXXXXX

COMMENTS

CHANGES IN THE WORKER TRAINING PROGRAM

1. New employees are introduced to the requirements of the quality manual, the prints and the manufacturer's installation instructions for tasks they will be expected to perform. As tasks expand, more training occurs. As new models or new materials are introduced, more training occurs.

The Q.C. Manager may also require additional training when repetitive failures to conform occur within the same work area or subassembly area, or work performed by an individual. The XXXXXXXX facility will have a training program as outlined in the respective appendix, along with training records forms. Training is performed by qualified associates and acknowledged as such by the Q. C. Manager's signature on the Training Acknowledgement form.

Training will be perpetual. **Acceptable in Florida**

DATE: 07/08/2011

VARIES

IPIA REPRESENTATIVE: _____ PAGE: 3 OF 3