

**Industrialized Buildings
Commission**
◆ **An Interstate Compact** ◆

505 Huntmar Park Drive
Suite 210
Herndon, Virginia 20170
(703) 481-2022
(703) 481-3596 fax
www.InterstateIBC.org

FORMAL INTERPRETATION No. 12-01

Subject: Certification Label Control
Reference: UAP, Part IV, Section 4(A)(4)
Effective Date: September 15, 2012

ISSUE

The Commission has seen an increase in the number of certification labels that are missing, lost, or unaccounted for. To reduce the number of such incidents and to ensure uniformity, the Commission has determined that it is necessary to make specific the UAP provisions related to issuance, accounting and safekeeping of certification labels.

INTERPRETATION

The following procedure shall be used by all inspection agencies for the control of certification labels.

1. Inspection agency shall keep custody of all labels that have not been entrusted to the manufacturer. Labels may be stored at the manufacturing facility provided the inspection agency has a method to ensure access is strictly limited to authorized inspection agency personnel.
2. If labels have not been entrusted to the manufacturer, inspection agency shall be responsible for the records required under UAP, Part IV, Section 4(A)(5).
3. Labels shall be used in sequence.
4. Inspection agency may entrust a label to the custody of one or more employees of the manufacturer under the following conditions.
 - a. Inspection agency has approved the plant in accordance with UAP, Part VIII, Section 2 and is conducting routine frequency of inspections in accordance with Section 3(A) and (B).
 - b. Inspection agency inspector has inspected the module and determined that it is in compliance with all applicable requirements.
 - c. Inspection agency inspector has assigned a specific label to the module and has recorded all known information on the inspection report or the monthly production report which, at a minimum, shall include label serial number, module serial number, model, module number and use group.
 - d. Employee with the custody of the label shall be responsible for recording first location information and date of manufacture, when applicable.