



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

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Subject: Inspections by Production Department Personnel
Reference: MRR, Part V, Section 2(A)(3) and (C)(4)

A. MANUFACTURER RESPONSIBILITIES

1. Compliance assurance inspector requirements.

- a. Each manufacturing facility shall have at least one person who shall have the authority to reject defective work and carry out compliance assurance functions notwithstanding any conflict with production department goals and needs.
b. Such person shall be responsible for the overall implementation and maintenance of the compliance assurance program. Nothing contained herein shall release the compliance assurance department from its responsibility to implement and maintain the compliance assurance program.
c. Nothing contained herein shall exempt a manufacturer from any requirement of the Uniform Administrative Procedures or the Model Rules and Regulations except certified production department inspectors shall not be required to be independent of production as stated in Part V, Sections 2(A)(3) and (C)(4) of the Model Rules and Regulations.

2. Delegation of Compliance Assurance Functions

- a. Compliance assurance inspectors shall not be permitted to delegate any of their functions to production department inspectors until the inspection agency has approved the manufacturing facility in accordance with Part VIII, Section 2(A) of the UAP.
b. Compliance assurance inspector(s) shall be responsible for training production department inspectors in accordance with the training procedures described in the c.a. manual.
c. Prior to performing independent c.a. functions, compliance assurance inspector(s) shall certify each production department inspector. The certification shall state that the production department inspector has received the required training and is qualified to perform the duties proposed to be delegated.
d. Compliance assurance inspector(s) shall periodically monitor production department inspectors' performance. The frequency of monitoring shall be as follows and shall not be reduced without the prior written approval of the inspection agency:
i. Training frequency: During training, compliance assurance inspector(s) shall re-evaluate 100 percent of the modules accepted by a production department inspector.

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- ii. Normal frequency: After initial certification, c.a. inspector(s) shall re-evaluate 50 percent of the modules accepted by a production department inspector.
- iii. Reduced frequency: The minimum frequency of monitoring shall not be less than 25 percent of the modules accepted.
- e. Compliance assurance inspector(s) shall indicate re-evaluation of a construction aspect by initialing the appropriate inspection or check point on the checklist.
- f. If monitoring indicates that a production department inspector is not performing the functions delegated, the compliance assurance inspector shall increase the frequency of monitoring.

**3. Production department inspector requirements.**

- a. The manufacturer shall maintain a list that identifies by name and title person(s) from the production department involved in compliance assurance functions.
- b. The manufacturer shall list or otherwise identify the inspection and check points for which the production department inspector is responsible.
- c. Each production department inspector shall be provided with the necessary documents to ensure compliance which, at a minimum, shall include the applicable portions of the compliance assurance manual, building system documents and, where applicable, working drawings.

**B. INSPECTION AGENCY RESPONSIBILITIES**

**1. Evaluation and Approval of production department inspectors.**

- a. Inspection agency representative shall be responsible for verifying that production department inspectors have been properly trained, are capable of performing the c.a. functions and of assuring compliance to the building system documents and the codes.
- b. When the inspection agency is satisfied through routine inspections that a production department inspector is capable of performing the functions, it shall authorize the manufacturer's certification permitting the compliance assurance inspector to reduce the frequency of monitoring to the next level.
- c. Not less than four successive evaluations shall be required before the inspection agency shall be permitted to approve a reduction in the frequency of monitoring.
- d. A compliance assurance inspector shall not be permitted to assist production department inspectors while they are being evaluated by an inspection agency.

**2. Withdrawing approval of production department inspectors.**

- a. If an inspection agency finds a compliance assurance program failure in a production department inspector's area of responsibility, it shall immediately withdraw its approval.
- b. If an inspection agency finds that a production department inspector cannot assure substantial compliance to the building systems documents or the codes, it shall immediately revoke its approval.
- c. The inspection agency shall indicate its withdrawal of approval by documenting the reasons and the effective date on the inspection report.

- d. The compliance assurance inspector shall immediately re-assume the functions of the production department inspector whose certification has been revoked.
- e. Production department inspectors whose approval have been withdrawn shall not be permitted to perform any c.a. functions until re-trained.
- f. If a production department inspector's approval has been revoked, the manufacturer shall develop and implement corrective measures to improve its compliance assurance inspectors' monitoring.