

August 5, 2021

Ms. Kristin Settle  
Section Chief  
Codes Enforcement, Dept. of Fire and Building Services  
302 W. Washington St. Room E-241  
Indianapolis, IN 46204

**RE: Approval for Authorized Inspection Agency for Industrialized Building Systems and Mobile Structures**

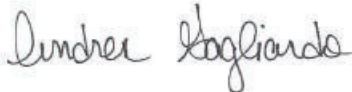
Dear Ms. Settle

Architectural Testing Inc., an Intertek company (Intertek), part of Intertek<sup>1</sup> Modular Building Solutions, is wishing to obtain approval as an Authorized Inspection Agency for Industrialized Building Systems and Mobile Structures.

Please find enclosed all required documentation and payment for such approval. Contact our office if you have any questions or require further information.

Thank you for your consideration.

Sincerely,



Andrea Gagliardo  
Department Manager  
Modular Building Solutions



Ryan Knowles  
Manager, Industrialized Buildings  
Modular Building Solutions

<sup>[1]</sup> Intertek is a brand name representing the Intertek Group plc legal entities, including but not limited to, Intertek Testing Services NA Inc., Professional Service Industries, Inc. ("INTERTEK-PSI"), Architectural Testing Inc. ("INTERTEK-ATI"), and MT Group Inc. ("INTERTEK-MT")





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*Intertek (Intertek-ATI)*

**Indiana Third Party Inspection Agency Authorization Application:**

- **Company Name:** Intertek (Intertek-ATI)
- **Mailing Address:** 1748 33<sup>rd</sup> Street, Orlando, Florida 32839
  - **Physical Address:** Same as above
  - **Telephone:** (407) 304-5560
  - **Facsimile:** (407) 304-5561
- **Email address:** [BC-OrlandoModular@intertek.com](mailto:BC-OrlandoModular@intertek.com)

**Department 754**

**Modular Building Solutions**

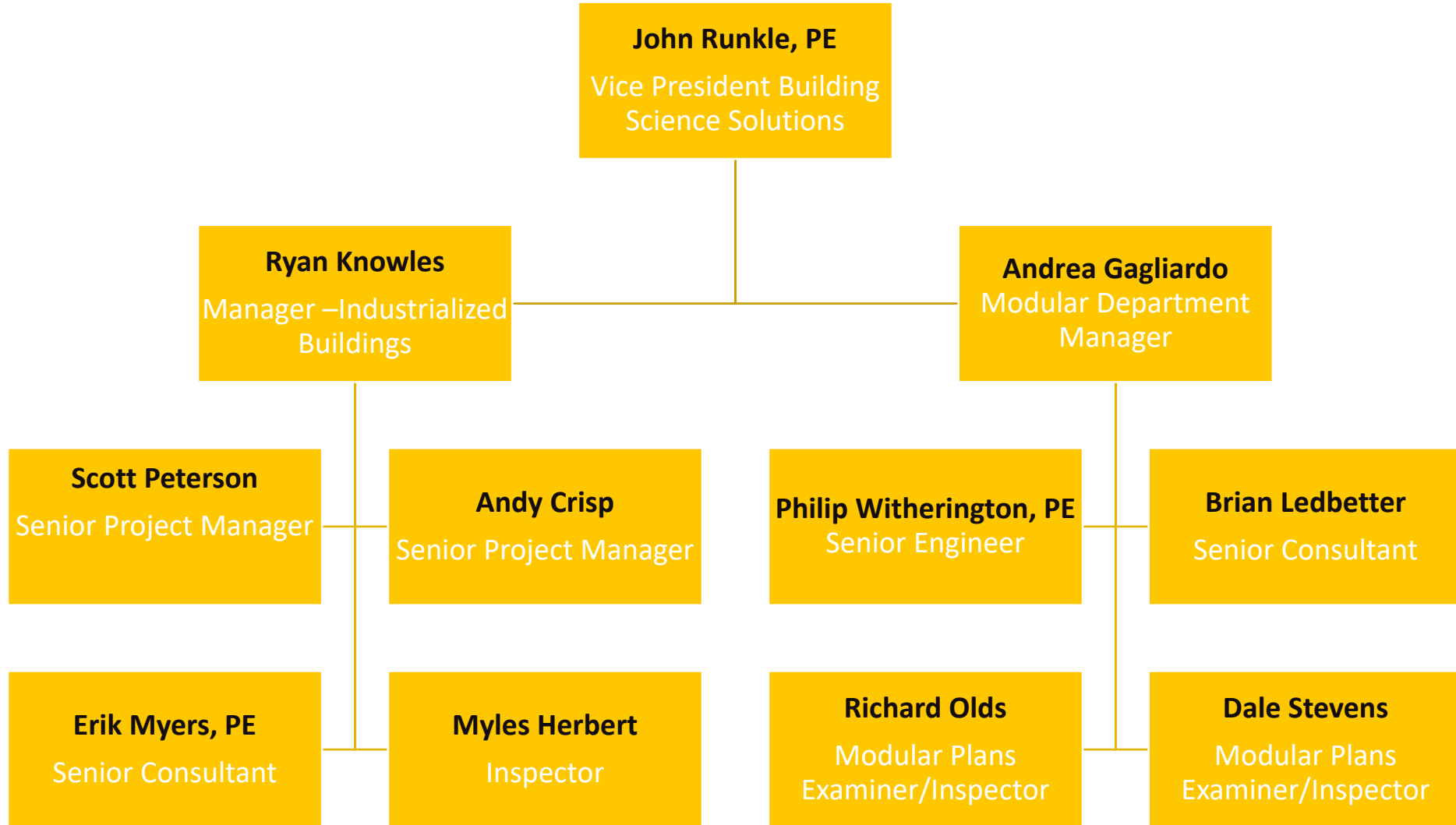
Intertek (Intertek-ATI) 1748 33<sup>rd</sup> Street, Orlando, Florida 32839 (407) 304-5560 Fax (407) 304-5561

# INTERTEK MODULAR SOLUTIONS

UNITED STATES – INTERTEK (INTERTEK-ATI “ARCHITECTURAL TESTING INC.”)  
CANADA – INTERTEK TESTING SERVICES NA LTD



Intertek is a brand name representing the Intertek Group plc legal entities, including but not limited to, Intertek Testing Services NA Inc., Professional Service Industries, Inc. (“INTERTEK-PSI”), Architectural Testing Inc. (“INTERTEK-ATI”), and MT Group Inc. (“INTERTEK-MT”)



## Intertek Modular Building Solutions Roster

<b>Ryan Knowles</b>	<p>Mechanical Inspector (expires 05/09/2026) Commercial Plumbing Inspector (expires 05/09/2026) Residential Mechanical Inspector (expires 05/09/2026) Building Inspector (expires 05/09/2026) Plumbing Inspector (expires 05/09/2026) Commercial Building Inspector (expires 05/09/2026) Residential Combination Inspector (expires 05/09/2026) Accessibility Inspector/Plans Examiner (expires 05/09/2026) Commercial Mechanical Inspector (expires 05/09/2026) Residential Electrical Inspector (expires 05/09/2026) Building Plans Examiner (expires 05/09/2026) Plumbing Plans Examiner (expires 05/09/2026) Residential Building Inspector (expires 05/09/2026) Residential Plumbing Inspector (expires 05/09/2026) Mechanical Plans Examiner (expires 05/09/2026) Commercial Electrical Inspector (expires 05/09/2026) Electrical Inspector (expires 05/09/2026) Commercial Combination Inspector (expires 05/09/2026) Combination Inspector (expires 05/09/2026) Electrical Plans Examiner (expires 05/09/2026) Combination Plans Examiner (expires 05/09/2026)</p>
<b>Richard Olds</b>	<p>Residential Combination Inspector (expires 12/18/2025) Residential Energy Inspector/Plans Examiner (expires 12/18/2025) Electrical Code Official (expires 12/18/2025) Commercial Building Inspector (expires 12/18/2025) Electrical Plans Examiner (expires 12/18/2025) Electrical Inspector (expires 12/18/2025) Accessibility Inspector/Plans Examiner (expires 12/18/2025) Commercial Electrical Inspector (expires 12/18/2025) Master Code Professional (expires 12/18/2025) ICC / AACE Property Maintenance and Housing Inspector (expires 12/18/2025) Mechanical Plans Examiner (expires 12/18/2025) Commercial Plumbing Inspector (expires 12/18/2025) Commercial Combination Inspector (expires 12/18/2025) Plumbing Code Official (expires 12/18/2025) Plumbing Inspector (expires 12/18/2025) Plumbing Plans Examiner (expires 12/18/2025) Coastal and Floodplain Construction Inspector- C1 (expires 12/18/2025) Building Plans Examiner (expires 12/18/2025) Mechanical Code Official (expires 12/18/2025) Commercial Mechanical Inspector (expires 12/18/2025) Building Inspector (expires 12/18/2025) Certified Building Official (expires 12/18/2025) Building Code Official (expires 12/18/2025)</p>

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	<p>Building Code Specialist (expires 12/18/2025)  Plumbing Code Specialist (expires 12/18/2025)  Electrical Code Specialist (expires 12/18/2025)  Combination Plans Examiner (expires 12/18/2025)  Mechanical Inspector (expires 12/18/2025)  Mechanical Code Specialist (expires 12/18/2025)  Combination Inspector (expires 12/18/2025)</p>
<b>Scott Peterson</b>	<p>Residential Plumbing Inspector (expires 10/15/2022)  Residential Plans Examiner (expires 04/24/2024)  Commercial Energy Inspector (expires 10/15/2025)  Building Plans Examiner (expires 10/15/2025)  Building Inspector (expires 10/15/2025)  Commercial Building Inspector (expires 10/15/2025)  Residential Electrical Inspector (expires 10/15/2022)  Residential Mechanical Inspector (expires 10/15/2022)  Residential Combination Inspector (expires 10/15/2022)  Residential Building Inspector (expires 10/15/2022)  Residential Energy Inspector/Plans Examiner (expires 10/15/2025)</p>
<b>Andy Crisp</b>	<p>Commercial Mechanical Inspector (expires 02/02/2024)  Building Inspector (expires 02/02/2024)  Residential Mechanical Inspector (expires 02/02/2024)  Plumbing Inspector (expires 02/02/2024)  Mechanical Inspector (expires 02/02/2024)  Residential Building Inspector (expires 02/02/2024)  Commercial Combination Inspector (expires 02/02/2024)  Commercial Electrical Inspector (expires 02/02/2024)  Electrical Inspector (expires 02/02/2024)  Residential Combination Inspector (expires 02/02/2024)  Residential Plumbing Inspector (expires 02/02/2024)  Commercial Plumbing Inspector (expires 02/02/2024)  Combination Inspector (expires 02/02/2024)  Commercial Building Inspector (expires 02/02/2024)  Residential Electrical Inspector (expires 02/02/2024)  Residential Energy Inspector/Plans Examiner (expires 02/02/2024)  Fire Inspector I (expires 02/02/2024)  Accessibility Inspector/Plans Examiner (expires 02/02/2024)  Commercial Energy Inspector (expires 02/02/2024)  IECC/HERS Compliance Specialist (expires 02/02/2024)</p>
<b>Brian Ledbetter</b>	<p>Residential Combination Inspector (expires 06/03/2022)  Commercial Building Inspector (expires 06/03/2022)  Residential Building Inspector (expires 06/03/2022)  Commercial Combination Inspector (expires 06/03/2022)  Residential Electrical Inspector (expires 06/03/2022)  Residential Mechanical Inspector (expires 06/03/2022)  Building Inspector (expires 06/03/2022)  Residential Plumbing Inspector (expires 06/03/2022)  Electrical Inspector (expires 06/03/2022)  Mechanical Inspector (expires 06/03/2022)  Residential Plans Examiner (expires 06/03/2022)</p>



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<b>Brian Bailey</b>	Commercial Building Inspector (expires 12/11/2023)																																																						
<b>Philip Witherington</b>	Alabama: (#29073) Arkansas: (#15016) Colorado: (#0058997) Florida: (#61884) Georgia: (#032510) Louisiana: (#0033441) North Carolina: (#033557) Texas: (# 103078)																																																						
<b>Erik Myers</b>  <b>(Primary Engineer)</b>	<b><u>PROFESSIONAL ENGINEER:</u></b>  <table border="0"> <tr><td>Alabama</td><td>34233</td></tr> <tr><td>Arkansas</td><td>18932</td></tr> <tr><td>Colorado</td><td>46317</td></tr> <tr><td>Florida</td><td>77316</td></tr> <tr><td>Georgia</td><td>39136</td></tr> <tr><td>Indiana</td><td>PE11100663</td></tr> <tr><td>Iowa</td><td>22147</td></tr> <tr><td>Louisiana</td><td>38873</td></tr> <tr><td>Maine</td><td>16197</td></tr> <tr><td>Michigan</td><td>6201061170</td></tr> <tr><td>Minnesota</td><td>51610</td></tr> <tr><td>Mississippi</td><td>25526</td></tr> <tr><td>Missouri</td><td>2019018377</td></tr> <tr><td>New Hampshire</td><td>16187</td></tr> <tr><td>New Mexico</td><td>25395</td></tr> <tr><td>New York</td><td>94054</td></tr> <tr><td>North Carolina</td><td>041211</td></tr> <tr><td>North Dakota</td><td>PE-9342</td></tr> <tr><td>Ohio</td><td>78731</td></tr> <tr><td>Pennsylvania</td><td>81989</td></tr> <tr><td>South Carolina</td><td>31360</td></tr> <tr><td>Texas</td><td>116560</td></tr> <tr><td>Utah</td><td>10904990-2202</td></tr> <tr><td>Vermont</td><td>18.0134545</td></tr> <tr><td>West Virginia</td><td>20366</td></tr> <tr><td>Wisconsin</td><td>43562-6</td></tr> <tr><td>Wyoming</td><td>14450</td></tr> </table>	Alabama	34233	Arkansas	18932	Colorado	46317	Florida	77316	Georgia	39136	Indiana	PE11100663	Iowa	22147	Louisiana	38873	Maine	16197	Michigan	6201061170	Minnesota	51610	Mississippi	25526	Missouri	2019018377	New Hampshire	16187	New Mexico	25395	New York	94054	North Carolina	041211	North Dakota	PE-9342	Ohio	78731	Pennsylvania	81989	South Carolina	31360	Texas	116560	Utah	10904990-2202	Vermont	18.0134545	West Virginia	20366	Wisconsin	43562-6	Wyoming	14450
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<b>John Runkle</b>	CA (#63900), PA (#PE079829), SC (ELS.35716), UT (#8269470-2202)																																																						





## JOHN RUNKLE, P.E. VICE PRESIDENT, BUILDING SCIENCE SOLUTIONS

YEARS WITH INTERTEK: 12 / YEARS IN INDUSTRY: 17

John brings over 15 years of experience as a building enclosure consulting and commissioning consultant. His expertise includes consulting on residential, commercial and industrial facade assemblies throughout the world, including roofing, claddings, fenestrations and below grade waterproofing. John has been integral in the development of the building enclosure commissioning (BECx) practice area. His experience encompasses all aspects of BECx from programming/pre-design, through construction and O&M. His projects have achieved exceptional air leakage results and significant energy performance/savings for owners. John is currently an International Board member for the Building Commissioning Association (BCxA).

### Project Experience

John leads the Building Science Solutions consulting group for Intertek's Building and Construction division. Managerial duties include over 120 staff members in offices throughout North America, the Middle East and China. Consulting Engineering practice areas under John's leadership include building enclosure, fire & life safety, and acoustical consulting.

#### Domestic:

Featured Building Enclosure Commissioning Projects:

- Confidential Data Centers: Multiple Locations/Multiple Phases
- Philadelphia Airport: Philadelphia, Pennsylvania
- Salt Lake City Terminal Replacement Project: Salt Lake City, Utah
- United Airlines Terminal Redevelopment Project: Los Angeles, California
- Winnipeg International Airport: Winnipeg, Canada
- Barnes Museum: Philadelphia, Pennsylvania
- University of Chicago - New Pavilion Hospital, Chicago, Illinois
- Dartmouth College - Life Science Building: Hanover, New Hampshire
- Banner Estrella Hospital: Phoenix, Arizona
- U.S. District Courthouse: Salt Lake City, Utah
- Utah Data Center: Camp Williams, Utah
- WellStar Paulding Hospital: Hiram, Georgia
- 733 10th and G Street: Washington, DC
- U.S. District Courthouse: Billings, Montana
- University of Pennsylvania - Translational Research: Philadelphia, Pennsylvania

Featured presentations include:

- AIVC Air Tightness Workshop, 2013, Achieving Air Tightness through BECx
- Tenth Energy Conservation Forum, 2015, The Building Enclosure

#### International:

Project experience includes numerous projects in Europe, the Middle East, Latin America and China.

Featured Building Enclosure Commissioning Projects include:

- Kaiserslautern Medical Center - Replacement Hospital: Germany
- 160 Imlay - Apartment Conversion: Italy
- Novartis Pharmaceuticals: China

Featured presentations include:

- Abu Dhabi Quality Forum 2014 (Indoor Air Quality and Sustainability)
- ZAK World of Facades 2015, Dubai (Building Enclosure Commissioning)
- Shenzhen Curtain Wall Forum 2015 (Building Enclosure Quality Assurance)
- 3rd Annual Quality Forum, 2015, Key Note Speaker for ASTM (Quality Control for Sustainable Design)

### Education

B.S. Civil Engineering, 1999  
Pennsylvania State University

### Professional Licensing/Certifications

Professional Engineer  
CA (#63900), PA (#PE079829),  
SC (ELS.35716), UT (#8269470-2202)

### Practice Areas

Commissioning	Consulting
Investigations	Peer Reviews
Condition Surveys	Inspections
Fenestrations	Claddings
Waterproofing	Roofing
Litigation	Energy Analysis
Expert Witness	Engineering

### Professional Associations

Building Commissioning Association (BCA)

- International & National Capitol Chapter Board Member
- ASTM Liaison for building enclosure commissioning

American Architectural Manufacturers Association (AAMA)

Building Environment and Thermal Envelope Council (BETEC)

AABC Commissioning Group (ACG)

ASTM International

- Co-Chair for BECx Certification and Accreditation Sealant Waterproofing and Restoration Institute (SWRI)
- Roof Consultants Institute (RCI)





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## Erik Myers, PE

Sr. Project Consultant

### EXPERIENCE

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November 2020- Present

**Sr. Project Consultant – Intertek Modular Solutions, Intertek-PSI,  
Office Locations: 1748 33rd St #101, Orlando, FL 32839  
Midwest: 104 S. Main St. Vicksburg, MI 49097**

Responsible for conducting engineering reviews on modular “Industrialized Buildings” residential and commercial. Performs structural review/audits of plans and design calculations.

August 2013- Present

**Professional Engineer- Erik Myers PE, PLLC Parkersburg, WV**

Licensed Professional Engineer providing consulting services for residential and commercial structures including full structural design packages for factory-built structures, site built structures, and foundations, as well as providing a wide array of consultation for code compliance and plan review.

July 2006- August 2012

**Design Engineer/ Professional Engineer- NTA, Inc. Nappanee, IN.**

Design Engineer responsible for compiling structural calculations for residential and commercial structures, performing review / audits of manufacturer’s building plans and third-party structural calculation packages, and conducting site inspections for compliance with factory-built housing standards. Held ICC certifications for residential inspections.

### EDUCATION

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West Virginia University  
Bachelor of Science, June 2006

Morgantown, WV  
Mechanical Engineering

erik.myers@intertek.com  
45 Woodyards Cave Rd  
Parkersburg, WV 26104







## PROFESSIONAL CERTIFICATIONS

### PROFESSIONAL ENGINEER:

Alabama	34233
Arkansas	18932
Colorado	46317
Florida	77316
Georgia	39136
Indiana	PE11100663
Iowa	22147
Louisiana	38873
Maine	16197
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Minnesota	51610
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South Carolina	31360
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Wisconsin	43562-6
Wyoming	14450

**Erik Myers, PE**  
**Sr. Project Consultant**  
**Intertek Modular Solutions**  
**Building & Construction**

## Andrea Gagliardo

Department Manager



### EXPERIENCE

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July 2019 - Present

**Department Manager, Intertek-PSI,**

**Office Locations: 1748 33<sup>rd</sup>, Orlando, FL 32839**

**Midwest: 104 S. Main St. Vicksburg, MI 49097**

Direct and supervise the workflow of assigned team members. Responsible for the development and implementation of departments goals and objectives. Manage professional services contracts and construction contracts. Review and negotiate professional services fee proposals. Manage project documentation and change order proposals. Perform all close-out tasks associated with the completion of all projects and construction contract work. Prepares and submits all related plans, amendments and annual reports as required by State regulations. Responsible for understanding various State programs, rules and regulations. Interacts with clients providing general State code compliance guidance and State rules and regulations. Maintains relationships with State and Local officials and serves as a liaison between State officials and clients.

March 2013 – July 2019

**Administrative Assistant, Intertek-PSI**

Provide administrative support to department staff to ensure efficient office operation. Responsible for providing general client support and assist clients with general state program guidelines. Prepared state documents, including applications, forms and other supplemental documentation. Assisted manager with daily tasks including uploading client's submittal packages to State site, ordering and releasing of State Insignia's.



## Ryan Knowles

### Manager Industrialized Buildings



## EXPERIENCE

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February 2020- Present

**Manager – Industrialized Buildings, Intertek-PSI,**  
**Office Locations: 1748 33rd St #101, Orlando, FL 32839**  
**Midwest: 104 S. Main St. Vicksburg, MI 49097**

Responsible for the day to day technical operations for the review, inspection and consulting of industrialized buildings. Verifying compliance to applicable building codes and State specific rules and regulations. Verifying code compliance to US standards for industrialized construction as well as working with our team located in British Columbia, CAN to verify Canadian Modular A277 and Manufactured Z240 CSA Standards.

October 2018- January 2020

**Plan Reviewer, RADCO, Inc. 3220 East 59<sup>th</sup> St. Long Beach, CA 90805**

Responsible for reviewing Modular and Manufactured home plans for compliance to applicable building codes and State specific rules and regulation. Managing client accounts and making sure all aspects of the project go smoothly from start to finish. Perform code inspections for Modular and Manufactured Housing units for all construction trades.

April 2016- September 2018

**Engineering/Compliance Manager, Hi-Tech Housing, Inc. 1103 Maple St. Bristol, IN 46507**

Responsible for managing the quality line inspectors, reviewing plans for submission to state and local jurisdictions, meeting with clients on potential and current projects and the overall code compliance on all projects at Hi-Tech.

I worked with professional engineers to get any calculations needed, have them review our personal calculations we completed in house and PE seal our plans. I managed a staff of 6 that provides all conceptual, production and submittal drawings to the plant and customers. I also oversaw 3 inspectors that maintain compliance. I worked on a wide range of projects at Hi-Tech, they range from 4 story apartment complexes, hotels, assisted living buildings and very complex single-family dwellings and HUD homes.





## Ryan Knowles

Manager Industrialized Buildings  
Building & Construction

Hi-Tech Housing was a very unique company in the modular and manufactured housing industry, we really pushed the envelope and had to come up with some very complex engineering. During my 2.5 years with the company I completed numerous calculations structurally, mechanically and electrically. I would also perform in house mechanical, electrical, plumbing, building, fire safety and accessibility reviews once they gave us their final proposed designs. I would then direct my team during the process of creating the state submission package and lastly the production prints for the facility. Our residential cliental did not consist of typical homeowners or builders, we typically build for Architects based out of Chicago and Indianapolis. I personally would work hand in hand with their design teams from start to finish on designing structural, mechanical, plumbing and electrical and make it work in a modular layout. I am very proud to have had a hand in working with the local building officials and community of Oak Park, Illinois to get the permission from the local AHJ to place the first modular home (or building of any type) in the home town of where Frank Lloyd Wright had his office and designed numerous homes. I truly enjoyed teaching the local AHJ how modular works, how everything is engineered and how the compliance process works.

Also, during my 2.5 years with Hi-Tech Housing I assisted in the review and design of all trades listed above but also focused on fire safety and accessibility on (2) 3-story assisted living complexes we built for Atlanta, Georgia. I specified fire assemblies, membrane and through penetrations for the approval packages as well as trained my quality assurance inspectors on how to properly inspect these rated listings.

January 2007- March 2016

**Director of CAD Services, NTA, Inc., 305 N. Oakland Ave., Nappanee,  
Indiana (2015-2016)**

**Direct CAD Operators**

Responsible for managing a team of drafters working on submittals for Modular homes, SIP Panel homes, HUD homes and RV's. We would work on all aspects of design while completing systems packages for manufactures. Personally I worked very closely with the engineering department and would assist the engineers in completing braced wall and shear wall calculation and layouts.



**Ryan Knowles**

**Manager Industrialized Buildings  
Building & Construction**

**Commercial Account Manager, NTA, Inc., 305 N. Oakland Ave.,  
Nappanee, Indiana (2008-2015)**

**Plans Examiner/ Inspector**

Responsible for reviewing plans to current State and National codes for code compliance, we worked with and oversaw jurisdictions in all 50 states. Managing client accounts and making sure everything goes smoothly from the beginning of the project to the final stages. I would perform building, plumbing, electrical, mechanical and accessibility review on Commercial and Residential design packages. When asked upon I would also provide code inspections for modular units on all trades.

**CAD Technician, NTA, Inc., 305 N. Oakland Ave., Nappanee,  
Indiana (2007-2008)**

Responsible for designing floor plans for modular homes for numerous states, state submittals for both modular and HUD homes. Work closely with engineers and plan review to provide the best and most accurate prints. I created state submittal and production sets of prints for single-family dwelling, apartments, hotels and numerous commercial projects. Also, played an important role in helping the Director of Engineering at the time implement a standard for the accurate completion of design packages and systems manuals.

October 2005- January 2007

**Engineering, Indiana Building Systems, Middlebury, Indiana**

Responsible for designing floor plans for modular homes and state submittals for both modular and HUD homes. Drew production prints for both modular and HUD plants and worked closely with our Third Party Agency and State Agencies throughout the Mid-West.

**EDUCATION**

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2001-2005    Kalamazoo Valley Community College    Kalamazoo, MI  
Associates Degree in Liberal Arts/ Architectural Drafting

1997-2001    Vicksburg Community Schools    Vicksburg, MI  
High School Diploma  
Took four architectural design courses & two drafting courses  
Received the architecture award for the class of 2001



**Ryan Knowles**

**Manager Industrialized Buildings  
Building & Construction**

## **PROFESSIONAL CERTIFICATIONS**

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### **INTERNATIONAL CODE COUNCIL:**

Residential Building Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector  
Residential Plumbing Inspector  
Residential Combination Inspector  
Commercial Building Inspector  
Commercial Plumbing Inspector  
Commercial Mechanical Inspector  
Building Plans Examiner  
Plumbing Plans Examiner  
Mechanical Plans Examiner  
Plumbing Inspector  
Building Inspector  
Mechanical Inspector  
Accessibility Inspector/Plans Examiner

### **State of Ohio**

Residential Unit Inspector  
Non-Residential Unit Inspector

### **Industrialized Building Commission**

One and Two-Family Dwelling Plans Examiner  
Building Inspector

### **International Association of Electrical Inspectors**

Electrical Inspector, One and Two-Family Dwelling

### **Louisiana State Uniform Construction Code Council**

Residential Building Inspector  
Residential Electrical Inspector  
Residential Mechanical Inspector  
Residential Plumbing Inspector  
Residential Combination Inspector  
Commercial Building Inspector  
Commercial Plumbing Inspector  
Commercial Mechanical Inspector  
Building Plans Examiner  
Plumbing Plans Examiner  
Mechanical Plans Examiner  
Plumbing Inspector  
Building Inspector  
Mechanical Inspector  
Accessibility Inspector/Plans Examiner

### **State of Michigan**

Industrialized Unit Inspector

### **State of California**

Quality Assurance Inspector (QAI)



## Scott A. Peterson

Senior Consultant  
Industrialized Buildings



### EXPERIENCE

May 2020- Present

**Intertek-PSI – Senior Consultant – Industrialized Buildings**

**Corporate Office Location: 1748 33rd St, #101, Orlando FL 32839**

**Arizona Office Location: 4050 E. Cotton Center Blvd, #59, Phoenix, AZ 85040**

**Telephone: (407) 489-6865**

**Email: Scott.A.Peterson@Intertek.com**

#### Responsibilities/Duties:

- Assist in national/international business development, marketing and sales efforts regarding consulting and testing
- Collaborate with Building Science Solutions Group and testing managers to source and share client contacts and leads
- Project management activities including planning, budgeting, scheduling, staffing, execution, and reporting. Manage project managers, including technical and scope/budget aspects
- Monitor contract requirements, invoicing, receivables, and maintain acceptable profit margins
- Participate in training and management of building science staff to assist on consulting projects
- Prepare complete construction document deliverables, along with Building Science Solutions staff, for new buildings and renovation/restoration projects
- Develop practical remedial work recommendations and plans when working on existing building projects
- Perform reviews of architectural and MEP drawings, specifications, shop drawings and submittals pertaining to building requirements
- Prepare accurate and concise reports for assigned projects
- Coordinate effectively with architects, engineers, consultants, owners, to incorporate recommendations into projects
- Perform construction administration site visits to inspect construction
- Represent Intertek and contribute to knowledge base by teaching courses, giving lectures, and writing articles and technical papers

2019 – 2020: Inspections Manager (Western Region), RADCO Incorporated, Long Beach, CA

- Management and administration of the RADCO audits and inspections
- Supervision and training of RADCO Auditors and Inspectors
- Audits and inspections of residential and commercial Industrialized Modular Buildings

2018 – 2019: Building Inspector II, Town of Marana, Marana, AZ

- Audits and inspections of: New commercial and residential site-built



**Scott A. Peterson**  
**Senior Consultant**  
**Industrialized Buildings**

construction; New solar installations; Remodels of air conditioning, forced air, and water heater unit installations, New swimming pool construction

2017 – 2018: Building Inspector, City of Marshfield, Marshfield, WI

- Audits and Inspections of: Site-built construction of new residential dwellings in accordance with submitted and accepted plans; Site-built construction of the additions to, alterations of, remodels of, and repairs to existing residential dwellings; Site-built construction of accessory buildings and structures such as carports, decks, detached garages, driveways, fences, footing/foundation installations, exterior wall and roof covering installations, lean-to structures, sheds, and other permitted construction; Manufactured home (HUD-code) installations; Nuisance buildings to determine if the building is habitable
- Plan Review of: Intended site-built construction of new residential dwellings, The desired additions to, alterations of, remodeling of, and repairs to existing residential buildings, The desired construction of accessory buildings and structures
- Other duties: Assist in the promotion of the City of Marshfield as a place to live and a place to work by providing safe and sound dwellings; Report to various internal governmental committees and agencies about existing conditions and ongoing investigations; Review and re-write the Municipal Code, with emphasis on inter-departmental coordination to eliminate any contradictory ordinances or rules between various municipal codes; Develop and generate electronically-generated plan review, permit, and inspection forms for use in the field; Proactively detect, discuss, and mediate any potential issues prior to formal investigation and possible litigation; Provide follow-up on ongoing investigations, orders, and litigations; Provide continuing education and guidance to contractors and citizens as to the requirements of the Codes and the Ordinances; Investigate and resolve tenant and property owner disputes; Provide proactive advisory guidance to property owners prior to official Orders being written; Oversee the condemnation and demolition process of buildings, including the necessary correspondence with the City Attorney and other entities; Assist the City Commercial Building/Electrical Inspector, the City Plumbing Inspector, Police Department, Fire Department, and the Wood County Health Department in the administration of their respective duties

2015 – 2017: Regional Inspection Manager (Northern Region), NTA Incorporated, Nappanee, IN

- Audits and inspections of residential and commercial Industrialized Modular Buildings, Manufactured homes (HUD-code); Manufactured home (HUD-code) installations in NE, SD, MT, and WY; Structural insulated panels in MN and SD
- Other duties: Provide auditor assistance whenever and wherever NTA needed my licenses and credentials; Assist manufacturers in the training of personnel in the Sales, Engineering, Manufacturing, Purchasing, and Quality Assurance departments

2013 – 2015: Operations Manager, Custom Touch Homes LLC, Madison, SD

- Assist in daily management of the Engineering, Construction, Quality Assurance and Maintenance department and assist all other Custom Touch Homes departments in their development and growth



**Scott A. Peterson**  
**Senior Consultant**  
**Industrialized Buildings**

2000 – 2013: Quality Assurance Auditor, PFS Corporation, Cottage Grove, WI

- Audits and inspections of: Manufactured dwelling (one-and-two-family modular) manufacturers; Manufactured structure (multi-family and commercial modular) manufacturers; Manufactured home (HUD-code) manufacturers; Truss (roof and floor) manufacturers; Park model manufacturers; Heating appliance manufacturers; Commercial structure (non-occupied and non-inhabitable) manufacturers; Telecommunications structures; Bank ATMs structures; Paint kitchen structures; Generator enclosures; Public restroom concrete structures; Pumping station enclosures; Plastic extrusion products; SIP panels manufacturers
- Plan Reviewer of: Manufactured homes (HUD-code); Manufactured dwellings (modular)
- Other duties: Assist State-employed representatives with in-field audits; Interact with local and State Authorities Having Jurisdiction on behalf of manufacturers; Independent in-plant contracted auditor of military barracks construction for Fort Bliss (TX) and Fort Polk (LA), residence hall dormitories for Casper College in Casper, WY, dormitory expansion for Dickinson State University in Dickinson, ND; Instructor at training seminars on the following topics: code changes; fire assembly construction, construction requirements and interpretations, common nonconformance findings and requirements; Advise in the development, implementation, and continuation of Quality Assurance programs for new clients; Advise in the ongoing Quality Assurance program for established clients; Oversee plant certifications for new clients to assure compliance to the Codes and to the Quality Assurance programs as approved by third-party, State and/or Federal agencies, existing clients when policies and/or procedures have changed or when mandated by local, State and/or Federal agencies; Oversee plant de-certifications due to a failure to conform with the requirements or a closing of the business; Assist manufacturers in the training of personnel in the Sales, Engineering, Manufacturing, Purchasing and Quality Assurance departments

1996 – 2000: Quality Assurance Coordinator, Wick Building Systems, Marshfield, WI

- Duties: Development, education, and enforcement of Quality Assurance program; Development and implementation of construction practices and methods; Development and submittal of Alternative Construction Approvals to the US Department of HUD; Hiring and Education of In-house Quality Assurance Inspectors; Interaction with independent third-party inspectors and HUD-sponsored monitoring teams

1992 – 1996: PFS Corporation, Cottage Grove, WI

1987 – 1992: Home Systems, Rancho Cordova, CA

- Various positions as a Production Line Worker, Production Utility Worker, Production Supervisor, Assistant Purchasing Manager, Quality Assurance and Engineering Manager

**Scott A. Peterson**  
Senior Consultant  
Industrialized Buildings

## PROFESSIONAL CERTIFICATIONS

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### INTERNATIONAL CODE COUNCIL

- 77 Commercial Energy Inspector
- 79 Residential Energy Inspector/Plans Examiner
- B1 Residential Building Inspector
- B2 Commercial Building Inspector
- B3 Building Plans Examiner
- B5 Building Inspector
- E1 Residential Electrical Inspector
- M1 Residential Mechanical Inspector
- P1 Residential Plumbing Inspector
- R5 Residential Combination Inspector

### INTERSTATE INDUSTRIALIZED BUILDINGS COMMISSION (MN, NJ, ND, RI)

- Industrialized Buildings Inspector
- 1-&-2-Family Dwelling Plans Examiner, Level 1

### STATE OF CALIFORNIA

- Factory-Built Housing Inspector
- Manufactured Housing Inspector

### STATE OF LOUISIANA

- LA Uniform Construction Code Council Third-Party Provider

### STATE OF MICHIGAN

- Building Inspector
- Electrical Inspector
- Mechanical Inspector
- Plumbing Inspector

### STATE OF OHIO

- Non-Residential Industrialized Unit Inspector
- Residential Industrialized Unit Inspector

### STATE OF TEXAS

- Third-Party Inspector (Commercial/Residential)

### STATE OF WISCONSIN

- Uniform Dwelling Code Construction Inspector
- Uniform Dwelling Code Mechanical Inspector
- Uniform Dwelling Code Electrical Inspector
- Uniform Dwelling Code Plumbing Inspector

## EDUCATION

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Harlan Community High School, Harlan, IA  
Dana College of Blair, NE

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**ANDY CRISP**  
**SENIOR PROJECT MANAGER**

**STARTED AUGUST 2021 WITH INTERTEK: YEARS IN INDUSTRY: 15+**  
Project management which includes planning, schedule staffing, execution and reporting, and management of project staff and requirements. Perform inspections, reporting, and document review in accordance with state and local requirements.

**Project Experience**

**Midwest Regional Inspection Manager**

Work on job

- Planning & scheduling inspection staff
- Report reviews and approvals
- Hiring
- Project inspections and reports
- Client consultation
- Sales

**Building Inspector II**

Work on job

- Perform combination inspections of building during all phases of construction
- Examination drawings during development to assure occupancy and code requirements
- Communicate with general contractor regarding non-conformance issues

**Owner/Operations Manager**

- Developed and built business from start up to 6 figure sales annually
- Inspected and certified new construction homes for compliance with International Energy Conservation Code, Energy Star and multiple Green certifications
- Created and maintained Policy and Procedure manuals
- Created marketing presentations
- Established streamlined systems and processes to maximum efficiency and productivity
- Designed and published website
- Hired and managed team members in multiple states

**Combination Inspector**

- Inspected new construction and commercial buildings for compliance with Federal, State and local building codes
- Federal HUD Code, and multiple state code plan review
- Monthly Reporting
- Communication with contractors



## ANDY CRISP SENIOR PROJECT MANAGER

STARTED AUGUST 2021 WITH INTERTEK: YEARS IN INDUSTRY: 15+  
Project management which includes planning, schedule staffing, execution and reporting, and management of project staff and requirements. Perform inspections, reporting, and document review in accordance with state and local requirements.

### Certifications

#### International Code Council

- Residential/Commercial Combination Inspector
- Residential Building Inspector
- Residential/Commercial Plumbing Inspector
- Residential/Commercial Electrical Inspector
- Residential/Commercial Mechanical Inspector
- Accessibility Inspector/Plans Examiner
- Fire Inspector I

#### IAPMO

- Certified Plumbing Inspector
- Certified Mechanical Inspector (N9118)
- Certified Mechanical Inspector (N99287)

#### NCCPI

- Building 1 & 2 Family Dwelling
- Mechanical 1 & 2 Family Dwelling
- Electrical General
- Mechanical General
- Electrical 1 & 2 Family Dwelling
- Plumbing 1 & 2 Family Dwelling
- Plumbing General

#### Industrialized Building Commission

- Industrialized Building Inspector (I-210)

#### NORTH CAROLINA: 2007-Present

- North Carolina Modular Inspector (1&2 Family Dwelling)
- North Carolina Modular Plan Reviewer (1&2 Family Dwelling)

#### NEW MEXICO: 2007- Present

- Residential & Commercial Inspector

#### OHIO: 2007-Present

- Residential I.U. Inspector (P003191)

#### WISCONSIN (1031606): 2007-Present

- UDC-Construction Inspector UDC-Plumbing Inspector
- UDC-Electrical Inspector UDC-HVAC Inspector
- Commercial Building Inspector

#### Texas-Residential and Commercial:

- 2018-Present (IHI-231)

#### California FBH:

- 2018-Present (IF1501310)

#### California MHP:

- 2018-Present (IM1501555)

#### RESNET :

- 2007-Present -Home Energy Rater



## PHILIP L. WITHERINGTON, P.E.

### SENIOR ENGINEER

TAMPA, FL

STARTED WITH INTERTEK-PSI: 2020 /YEARS IN INDUSTRY: 8

#### Education

- B.S. Civil Engineering – University of South Florida (May 1998)

#### Certifications/Registrations/Technical Training

- Professional Engineer licenses held in the following states:
- Alabama
- Arkansas
- Florida
- Georgia
- Louisiana
- Maryland
- North Carolina
- Texas

#### Memberships/Affiliations

- American Society of Civil Engineers (ASCE)

#### Professional Experience

ProNet Group, Inc. – Thonotosassa, FL – 2004-2012

- Conducted hurricane property damage evaluations of residential and commercial buildings from Hurricane Sandy (NJ & NY), Hurricane Isaac (LA), Hurricane Irma (FL), and Hurricane Michael (FL & GA).
- Determined Wind vs. Water (surge) as the result of hurricane events.
- Determine origin, cause, and duration of water damage to interior building materials.
- Drafted reports based on field evaluations, materials research, and published standards in conjunction with the Daubert standard.
- Inspected damaged buildings to assess repairs.
- Inspected fire-damaged homes to assess damage of CMU walls.
- Trained new engineers in field inspections, field analysis, and report writing.



## PHILIP L. WITHERINGTON, P.E. (CONTINUED)

### Professional Experience

RADCO – Tampa, FL – 1999-2004

- Served as in-house engineer for structural review and assessment of commercial and residential structures.
- Provided drawings for fire damaged homes.
- Performed concrete, steel, and wood design work for remodeled commercial and residential structures.
- Performed concrete foundation design of residential structures as well as modular structures.
- Wrote multiple Excel and MathCAD calculations to aid in-house staff in plan reviews.
- Served as a reviewer and an evaluator in the Florida Product Approval process of various window and EIFS products.



## BRIAN LEDBETTER

### MODULAR PLANS EXAMINER – BUILDING SCIENCE SOLUTIONS

MONTPELIER, VERMONT

STARTED WITH INTERTEK: 2020 /YEARS IN INDUSTRY: 23

#### Education

- Ivy Tech State College

#### Certifications/Registrations/Technical Training

- ICC – Residential Plans Examiner
- ICC – Electrical Inspector
- ICC – Mechanical Inspector
- ICC – Commercial Combination Inspector
- ICC – Plumbing Inspector
- ICC – Building Inspector
- ICC – Combination Inspector
- ICC – Commercial Building Inspector
- ICC – Commercial Plumbing Inspector
- ICC – Commercial Mechanical Inspector
- ICC – Commercial Electrical Inspector
- ICC – Residential Combination Inspector
- ICC – Residential Building Inspector
- ICC – Residential Electrical Inspector
- ICC – Residential Energy Inspector/Plans Examiner
- ICC – Residential Mechanical Inspector
- ICC - Commercial Energy Inspector
- ICC – Residential Plumbing Inspector
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#### Professional Experience

Mr. Stevens has over 20 years of experience in the construction industry and has a vast knowledge in all phases of construction. High performing senior building inspector, residential and commercial plans reviewer and energy auditor with expertise in residential building construction. Professionally represents agency while conducting thorough inspections for code compliance. Effectively and efficiently solves problems with diplomacy, exceptional communication skills and innovative ideas. Brings dedication and organization to every project.

#### Representative Construction Services Project Experience

- In- plant inspection, including Structural, Mechanical, Plumbing and Electrical
- Quality Assurance/Quality Control review and procedures



- In-plant construction practices
- ASTM & AAMA Commercial Air Enclosure Testing
- Building enclosure testing and retro commissioning of building enclosures and HVAC
- International Code Council Plan Review Services
- Proficient in reading plans
- Proficient in reviewing inspection reports
- Natural Gas plumbing utility inspection and consulting

### Representative Modular Industrialized Building Project Experience

- Cellxion modular plans examiner
- Madison Industries modular plans examiner
- Tindall modular plans examiner and consultant
- Honomobo modular plans examiner and consultant
- Proficient in reviewing inspection reports
- GT Grandstands modular plans examiner
- Quality Control procedure





**Year started with PSI:** 2004  
**Years' experience with other firms:** 20

**Certifications/Registrations/Technical Training**

- ASFPM Certified Floodplain Manager/Certificate # US-10-05019/2010
- Certified Building Official/Registration # U01045/Louisiana
- ICC Certified Building Official/Registration #5285647
- ICC Residential Electrical Inspector/Certificate #5285647

**Professional Experience**

Mr. Hebert has over 30 years' experience in the construction industry as a Building Official. He has a vast knowledge for in-plant inspections, including structural, mechanical plumbing and electrical. Mr. Hebert has extensive knowledge for ADA requirements, which relate to modular buildings, code requirements and quality control review and procedures. His expertise shows in his proficient plan review, report writing and record keeping. His construction work experience provides him with the knowledge and skills needed to be a proficient building official.

**Representative Project Experience**

- Dupont Building, Modular Inspector, Cameron, Louisiana – in-plant inspections for lightweight seamless fiberglass and metal shelters, code compliance verification including plan revisions and state reports. (Client Name, Project Name; City, State – Brief Description)  
Volta, LLC., Modular Inspector, Houston, Texas – in-plant inspections and code compliance verification including plan revisions and state reports for low voltage products including 600V motor control centers, 600V metal enclosed switchgear, medium voltage products including 500V motor control centers, and electrical equipment centers including interlocking panel, crimp plate and container adaptation.

**Year started with Intertek-PSI:** 2017

**Years' experience with other firms:** 30

**Education**

- Bachelor of Science, Construction Management 1985, Michigan State University

**Professional Memberships**

- International Code Council
- Building Commissioning Association
- National Institute of Building Sciences

**Certifications/Professional Registrations**

- ICC - Certified Building Official, CBO #8020053 – November 2008
- University of Wisconsin – Qualified Commissioning Process Provider – QCxP – August 2009
- FLIR Systems – Toronto, Ontario – Level 1 Infrared Thermographer – January 2009
- State of Michigan, Code Official, Inspector and Plan Review – Permanent I.D. #PO002536
- State of Michigan, Certified General Appraiser #1201003170
- State of Michigan, Bureau of Construction Codes Registered Instructor #1566
- State of Michigan, Licensed Builder #2101182538
- State of California, Certified Factory Built Housing Quality Assurance Inspector #IF1502191

**Professional Experience**

Mr. Stevens has over 30 years of experience in the construction industry and has a vast knowledge in all phases of construction. His level of expertise includes but are not limited to overall project management on behalf of the construction engineering and compliance department. Conducts inspections and reviews of commercial, industrial and residential properties. Responsible for forensic investigations/observations of existing building envelope systems consulting and quality assurance for new, retrofit or rehabilitation construction projects. Provides forensic investigative analysis of building failures and construction defects statewide. Has experience providing ASTM and AAMA Commercial Air Enclosure Testing and International Code Council Plan Examination Services.

**Representative Construction Services Project Experience**

- In-plant inspections, including Structural, Mechanical, Plumbing and Electrical
- Quality Assurance/Quality Control review and procedures
- In-plant construction practices
- ASTM & AAMA Commercial Air Enclosure Testing
- Building enclosure testing and retro commissioning of building enclosures and HVAC
- International Code Council Plan Review Services
- Proficient in reading plans
- Reviewing inspection reports
- ADA requirements related to Modular Buildings
- Code requirements for buildings
- Natural Gas plumbing utility inspection and consulting

**Year started with PSI: 2017**

**Years' experience with other firms: 30**

### **Education**

- BS Business, Nova Southeastern University, 1998
- MBA, Nova Southeastern University, 2002

### **Professional Memberships**

- International Code Council
- Building Officials Association of Florida
- International Association of Electrical Inspectors

### **Certifications/Professional Registrations**

- ICC - Residential Energy Inspector/Plans Examiner, 5107840
- ICC - Coastal & Floodplain Construction Inspector, 5107840
- ICC - ICC/AACE Property Maintenance & Housing Inspector, 5107840
- ICC - Commercial Combination Inspector, 5107840
- ICC - Certified Building Code Official, 5107840
- ICC - Commercial Mechanical Inspector, 5107840
- ICC - Electrical Plans Examiner, 5107840
- ICC - Mechanical Code Official, 5107840
- ICC - Accessibility Inspector/Plans Examiner, 5107840
- ICC - Plumbing Inspector, 5107840
- ICC - Commercial Electrical Inspector, 5107840
- ICC - Building Plans Examiner, 5107840
- ICC - Electrical Inspector
- ICC - Commercial Plumbing Inspector, 5107840
- ICC - Building Inspector, 5107840
- ICC - Master Code Professional, 5107840
- ICC - Certified Electrical Code Official, 5107840
- ICC - Plumbing Code Official, 5107840
- ICC - Plumbing Plans Examiner, 5107840
- ICC - Residential Combination Inspector, 5107840
- ICC - Mechanical Plans Examiner, 5107840
- ICC - Certified Building Official, 5107840
- Florida Building Code Administrator, BU1303
- Florida Standard Inspector, BN4406
- Florida Standard Plans Examiner, PX2178
- Florida Standard 1 & 2 Family Plans Examiner, SFP133
- Florida Standard Modular Inspector, SMI76
- Florida Standard Voluntary Modular Plans Examiner, SMP45

Manufacturer	Contract	Plant Location	Status
Amazon Sheds	2014	Bonita Springs, Florida	Active
Astec Industries	1981	Chattanooga, Tennessee	Active
Avon Modular	2010	Lakeland, Florida	Inactive
Boxvanna	2020	Debard, Tennessee	Active
Cellxion	1999	Bossier City, Louisiana	Active
Cerca Homes	2020	Sherman Oaks, California	Inactive
Circle E Buildings	2017	Walnut Hill, Florida	Inactive
Coastal Portable Buildings	2016	Stark, Florida	Inactive
Danny Byrd Inc	2009	Laurel, Mississippi	Inactive
Dupont Building	1987	Sweet Lake, Louisiana	Active
Eagle Companies	2020	Chillicothe, Illinois	Active
Exeloo	2020	Auckland, California	Active
<b>Ferrill-Fisher</b>	<b>2020</b>	<b>Bloomington, Indiana</b>	<b>Active</b>
Fibrebond Corporation	2014	Minden, Louisiana	Active
Finrock Industries	2017	Orlando, Florida	Active
Gencor Industries	2004	Orlando, Florida	Inactive
Graceland Portable Buildings	2014	Pearson, Georgia	Inactive
Gradients, LLC	2018	Plattsburg, New York	Inactive
GT Grandstands	2015	Lakeland, Florida	Active
Honomobo Corporation	2019	BC, Canada	Active
Horizon North	2020	Alberta, Canada	Active
Intellisteel Group	2020	Leesburg, Florida	Active
JLB Drafting and Consulting	2010	JLB Drafting and Consulting	Inactive
Madison Industries	1980	Conyers, Georgia	Active
Magnolia Buildings	2014	S. Fulton, Tennessee	Inactive
Mid State Builders	2019	Seebring, Florida	Inactive
Mobile Facility	2020	Cassopolis, Michigan	Active – Consulting Only
Mobile Restoration	2019	Kissimmee, Florida	Active
SurePods	2018	Orlando, Florida	Active
Pac-Van	2013	Orlando, Florida	Inactive
Randall Construction	2020	Apopka, Florida	Active
Robin Builders	2015	Lake Wales, Florida	Active
Rochester Homes	2020	Rochester, Indiana	Active – Consulting Only
SeaBox Depot	2019	Alberta, Canada	Inactive
Solar Turbines	2019	Houston, Texas	Active
South Country Sheds	2014	Arcadia, Florida	Active
Thrifty Portable Buildings	2005	Tallasee, Alabama	Inactive
Tindall Corporation	1999	Conley, Georgia	Active
Twin City Portable Buildings	2014	Stillmore, Georgia	Inactive
Volta, LLC	2014	Houston, Texas	Inactive
Williams Scotsman, Inc.	2017	Orlando, Florida	Active
Yoder's Portable Building	2018	Montezuma, Georgia	Active
Zennihome, LLC	2020	Salt Lake City, UT	Active
<b>Yellow and Bold Indicates Active Indiana Manufactures</b>			



Statement of Independence

State of Truth and Accuracy

Intertek provides third-party inspection and certification of factory-built housing/buildings and various component products as a service to its clients, and the value of Intertek work product rests solely with widespread acceptance of its findings. It is, accordingly, critical to Intertek mission that its services conform to the highest standards of integrity, professionalism, and impartiality. Without compromise of those standards, Intertek is also committed to servicing its clients with the efficiency and ingenuity that will provide a competitive advantage. Intertek operates in a non-discriminatory manner and makes its services accessible to all applicants whose activities fall within our scope of services. Access shall not be conditional upon the size of the supplier nor membership or any association or group, nor shall certification be conditional upon the number of certifications already issued.

Intertek is an independent organization; it is not affiliated with nor influenced or controlled by producers, suppliers, or vendors of products in any manner, which might affect its capacity to render reports of findings objectively and without bias.

Intertek certifies that the department will comply with all applicable rules of the commission and the Indiana Code.

- Has no managerial affiliation with producers (manufactures), suppliers, or vendors and is not engaged in the sale or promotion of any product or material.
- The results of its work accrue no financial benefits to the agency via stock ownership and the like of any producers, suppliers or vendors of products involved.
- Its directors and other management personnel, in such capacities, receive no stock option, no other financial benefit from any producer, supplier or vendor of the products involved.
- Has sufficient breadth of interest or activity that the loss or award of a specific contract to determine compliance of a producer's, suppliers or vendor's product with the standard would not be a determinative factor in its financial wellbeing.
- The employment security status of its personnel is free of influence or control of producers, suppliers, or vendors.
- Intertek will not perform design approvals or compliance assurance program approvals for any manufacturer whose design or compliance assurance program has been created in whole or in part by personnel of Intertek.
- Intertek will provide any information State Agency's may deem necessary to properly evaluate and grant approval.

*John Runkle / EKS*

Digitally Signed for: JOHN RUNKLE by Tammy Strousbaugh

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John Runkle, Vice President



## **SECTION 17- INTERTEK TRAINING PROGRAM**

Training conducted as required for code changes

Training conducted monthly Safety, Quality, Ethics, Sales (5x5)

Training conducted annually [www.ilearn.com](http://www.ilearn.com) broken up quarterly

Training conducted quarterly refresher training <http://lms.intertekusa.com/Intertek/>

Training Conducted Annually or more frequently as required to maintain certifications, CEU's and state licenses (BOAF, workshops, ICC, etc.)

Intertek requires its employees to be qualified and competent in their work and will provide training resources to allow them to be current in their field.

1. All employees engaged in the various test services performed by Intertek must complete the in-house training program for the procedures and equipment they are to use.
2. All Intertek employees involved in the design approval or inspection process must obtain certifications in building designs and codes, using programs offered by nationally recognized code organizations, by individual states, or the authority having jurisdiction. The objective is to obtain all relevant certifications applicable to the employee's responsibilities.
3. Employees who have not obtained any certifications may only provide inspection and/or design approvals under the direct supervision of their certified supervisors. Employees may not provide inspection or approval services in jurisdictions where there are regulatory requirements for certifications unless they are so certified.
4. Employees are encouraged to obtain certifications in test methods, building codes, and quality, using programs offered by nationally recognized code organizations, by individual states, or the authority having jurisdiction. The objective is to obtain all relevant certifications applicable to the employee's responsibilities.
5. Employees who have not undergone adequate training may only perform services under the direct supervision of their supervisors.
6. Qualified engineers are expected to obtain and retain professional registration in as many states as necessary. The engineers are responsible for obtaining sufficient Continuing Education Units (CEUs) as may be required for retention of the registration in the various jurisdictions.
7. Intertek does not have specific requirements regarding the minimum certifications obtained other than as described here, but supervisors will consider the employee's progress as a critical factor during performance reviews.
8. All employees are expected to receive relevant industry training programs as they are available.
9. All employees are expected to be trained in all aspects of Intertek's QA/QC program relative to their function.

<sup>[1]</sup> Intertek is a brand name representing the Intertek Group plc legal entities, including but not limited to, Intertek Testing Services NA Inc., Professional Service Industries, Inc. ("INTERTEK"), Architectural Testing Inc. ("INTERTEK-ATI"), and MT Group Inc. ("INTERTEK-MT")



10. Employees engaged in field inspection services must be monitored in-plant or on-site a minimum of once every three years, by the inspection supervisor.

Procedure:

**QA/QC Training:**

A detailed review of the Quality System is performed with the Manager, as well as all QA/QC relevant to their job (e.g., usage of logbooks, proper protocols for accurate record keeping, complaint handling protocols, etc.).

**Certification Specific Training:**

For the Professional Engineers their credentials constitute authorization for them to perform evaluation activities, other than in-plant auditing, for certification projects. For this task, the in-plant auditor training must be completed. For all others, the in-plant auditor or manager training will need to be documented prior to working on the projects.

**Inspection Specific Training:**

Inspectors must read and be familiar with the Intertek Inspection Procedure manual and the product design Manual. Training for each new inspector shall include an introductory period appropriate to his/her documented prior knowledge and experience. During this time, he/she must be accompanied by their supervisor or an experienced inspector during initial factory inspections until the supervisor is satisfied with their competence. Inspectors are formally authorized after successful training completion.

In addition, all inspectors shall participate in monthly inspector webinars for continuing training to keep pace with developing technology and inspection methods.

**Unsatisfactory results may require re-training.** The trainee is deemed competent by the trainer when they produce satisfactory results. Until properly trained, the trainee shall only perform such functions under the direct supervision of the supervisor.

