July 24, 2025

Mr. Matthew Cronley
Chief Inspector
Division of Fire & Building Safety
Indiana Department of Homeland Security
302 W. Washington Street, Room E208
Indianapolis, IN 46204

Dear Mr. Cronley:

This letter serves as PFS Corporation's request for re-certification in the Indiana Third Party Certification and Inspection program. As per the requirements of the *Indiana Administrative Code, Rules for Industrialized Building Systems and Mobile Structures Systems, Section 675 IAC 15-1-19 Third party Inspection Agency Authorization: Application,* the check for $550 and the following PFS documents are enclosed:

- Statement of Independence
- Board of Directors
- PFS Registered Engineers and Architects
- PFS Officers and Managers
- PFS Corporation Recognition List
- PFS HUD Manufactured Home Inspection Flow Chart
- PFS Quality Control Listing/Inspection Program Flow Chart (FBH Flowchart for IN)
- PFS QA Inspectors and Assigned Plants
- Resumes of Personnel Corresponding to Flow Chart
- PFS Audit Procedures Covering HUD Manufactured Homes (PFS 1401A)
- PFS Inspection and Certification Procedures Covering Factory Built Construction Systems (PFS 1401B)

If you have any questions or require any additional information, please let me know and we will submit it promptly. We look forward to receiving confirmation of PFS Corporation's acceptance as a third party inspection agency for the State of Indiana.

Sincerely,

Robert A. Gorleski
Vice President
Manufactured Structures

Attachments

STATEMENT OF INDEPENDENCE

I, Scott Drake, residing at 786 Thomas Drive, Sun Prairie, Wisconsin 53590, am the President/CEO of PFS Corporation d/b/a PFS TECO, a corporation duly incorporated under the laws of the State of Wisconsin, and having its principal place of business at 1507 Matt Pass, Cottage Grove, Wisconsin 53527, ***Hereby Certify That***:

1. Neither PFS TECO nor any of its personnel has any affiliation with manufacturers and/or producers of products certified by PFS TECO, suppliers, vendors or producers of products or equipment or materials used in products certified by PFS TECO.

2. PFS TECO is not engaged in, and does not engage in, the sale or promotion of any product, material, equipment or products certified by PFS TECO.

3. PFS TECO, as a result of its work and/or service, accrues no financial benefits via stock ownership, and the like of any manufacturers of products certified by PFS TECO, producers, vendors, or suppliers of the products involved, EXCEPTING the standard published fees paid to PFS TECO for its services rendered.

4. The directors, officers, or any personnel of PFS TECO receive no stock option, nor any other financial benefit from any building manufacturer, producer, supplier or vendor of products, materials, or equipment used in products certified by PFS TECO.

5. The employment security status of the personnel of PFS TECO is free of influence or control of manufacturers of products certified by PFS TECO and of producers, suppliers, or vendors of products, materials, equipment or products certified by PFS TECO.

Dated this 29 day of June, 2023

By: _____
President - PFS Corporation

Subscribed & sworn to before me this 29 day of June, 2023

Notary Public State of Wisconsin Deborah F. Stephenson

Notary Public: Deborah F Stephenson
Notary Public in and for the State of: Wisconsin
My Commission Expires: 4/9/2027

SD-9
rev. 01/01/2021 SD

BOARD OF DIRECTORS

Listed below are the names, addresses and business affiliations of the Board of Directors of PFS Corporation

BOARD OF DIRECTORS	BUSINESS AFFILIATIONS
Brian Baker 1434 N. Breezeland Rd. Oconomowoc, WI 53066 262.510.1046 (C)	President/CEO Sentry Equipment Corporation 966 Blue Ribbon Circle North Oconomowoc, WI 53066
Bob Gorleski 974 Chandler Lane Sun Prairie, WI 53590 608.239.9676 (C)	VP – Manufactured Structures Division PFS Corporation 1507 Matt Pass Cottage Grove, WI 53572 608.839.1393
Dave Boyer 5311 Tonyawatha Trail Monona, WI 53716 608.575.2032 (C)	Retired President/CEO MCD, Inc. 2547 Progress Road Madison, WI 53716
James J. Husom 7737 Westman Way Middleton, WI 53562 608.831.9077 (H) 608.576.8977 (C)	Director – Part-time PFS Corporation 1507 Matt Pass Cottage Grove, WI 53527 608.839.1372
Scott Drake 786 Thomas Drive Sun Prairie, WI 53590 608.334.9335 (C)	President/CEO PFS Corporation 1507 Matt Pass Cottage Grove, WI 53572 608.839.1028

SD-015-ap-
board rev.
03/16/2022
SFD

PFS REGISTERED ENGINEERS AND ARCHITECTS

Ian Lehrer, P.E. Technical Director	Wisconsin	45661-6
	Colorado	54576
	Texas	131395
	Georgia	PE-043606
	South Carolina	35808
	Florida	85659
	North Carolina	047198
	California	M39230
	New York	100241
	Pennsylvania	PE-089206
	Govt. of the District of Columbia	PE-923154
	State of Washington	21032912
	Utah	14184583-2202
Drew Esche-Lyon, P.E.	Wisconsin	50142-6
	Texas	152317
	New York	109749
Rahul Bajaj	Wisconsin	100306-6
	Colorado	63380
	North Carolina	057115
	Georgia	PE-051152
	South Carolina	42015
	Pennsylvania	PE-095118
	New York	108938
	Florida	97731
	Texas	151006
	State of Washington	23035497
	California	41972

PFS TECO OFFICERS and MANAGERS

Ian Lehrer
MSD Technical Director
390 Wakeman Circle
Lake Mills, WI 53551
(414) 339-9897

Jeremy Hopland
General Manager
1101 Nickel Street
Princeton, TX 75407
(972)424-2740
(214)505-3224 Cell

Bob Gorleski – Corporate
Officer &
Vice President
974 Chandler Lane
Sun Prairie, WI 53590
(608)239-9676 Cell

Scott Drake– Corporate
Officer &
President and CEO
786 Thomas Drive
Sun Prairie, WI 53590
(608)334-9335 Cell

John Steinert – Corporate
Officer &
General Manager
7895 SW Summerton St
Wilsonville, OR 97070
(503)650-0088
(503)819-1601 Cell

12/01/2023 sfd
SD-068

PFS CORPORATION RECOGNITION LIST

Many model code organizations, federal, state and municipal agencies across the nation and in Canada recognize PFS Corporation dba PFS TECO as an independent full-service certification, inspection, testing, and plan-review agency. Although all states do not provide for formal recognition of laboratories, wherever such formal procedures do exist, PFS TECO has made application and has been accepted.

CODES/STANDARDS

A2LA

ISO 17025 accredited laboratory in Cottage Grove, WI.

ANSI NATIONAL ACCREDITATION BOARD (ANAB)

ISO 17020 accredited Inspection Agency.

HUD - Dept. of Housing and Urban Development - Federal Housing Administration

Approved as a Primary Inspection Agency (DAPIA and IPIA) under Title IV of HUD Mobile Homes Procedural and Enforcement Regulations - 1976

Recognized Agency in Field Glued Plywood and Wood Frame Structural Floor Systems (AFG-01) under Bulletin UM 60a - 1970

IAS – International Accreditation Service, Inc.

ISO 17025 Testing Laboratories in Clackamas and Springfield, Oregon.

IBC - Industrialized Building Commission

Interstate compact-recognized third party for evaluation, inspection and labeling of all modular units being shipped into a member state (modular units include industrialized or modular buildings or building components). Member states include New Jersey, North Dakota, and Minnesota.

RPTIA - Recreational Park Trailer Industry Association, Inc.

Accepted as a third-party inspection agency - 1994

RVIA - Recreational Vehicle Industry Association

Recognized as a testing and listing agency of RV components - 1987

SCC – Standards Council of Canada

ISO 17065 accredited Certification Agency

STATES

ALABAMA

Recognized as a nationally-recognized testing and listing laboratory for heating appliances - 1982

ARIZONA

Accepted as a listing agency on manufactured products accepted by ICBO and which fall under the jurisdiction of the Division of Mobile and Manufactured Housing Standards (now the Office of Manufactured Housing) - 1979. Reissued 1992.

ARKANSAS

Accepted as a third-party certification agency for heating appliances- 1982

CALIFORNIA

Approved as a quality assurance agency (QAA) and design review agency (DAA) for the California Manufactured Housing Program Multi-Unit Manufactured Housing (MUMH), Commercial Modular (CM) and Special Purpose Commercial Modular (SPCM) and for Factory Built Housing (FBH) evaluations and inspections -- 2005

Approved as a design approval (DAA) and quality assurance agency (QAA) for the California Factory-Built Housing Program - 1987

Approved as a design approval (DAA) and quality assurance agency (QAA) for recreational vehicles, commercial coaches, special purpose commercial coaches and mobile homes - 1989

Approved as a testing and listing agency for mobile homes, commercial coaches and recreational vehicles for structural components and fire safety, and heating appliances – 1971

Approved as a third-party certifier (#TPC-3) by the California Air Resources Board (**CARB**) for the following composite wood products: hardwood plywood, particleboard and medium density fiberboard (to prevent out-gassing of formaldehyde and improve air quality). – 2008

Approved as a testing agency to ASTM D2898 by the California State Fire Marshal (**CSFM**)-Laboratory Accreditation - 2009

Approved as a vented gas fireplace heater test laboratory by the California Energy Commission, Appliance Energy Efficiency Program - 2010

COLORADO

Approved as an Authorized Inspection Agency to perform inspections in the following areas: factory built/modular homes; factory built nonresidential structures; recreational and park trailer vehicles – 1998

Expanded to include recognition as a third-party inspection agency – 2003.

CONNECTICUT

Approved as a third-party evaluation and inspection agency for mobile and modular housing - 1974

Recognized and approved for testing of waste oil heaters distributed and installed within the State of Connecticut – 1983

DELAWARE

Approved as an independent evaluation and inspection agency of manufactured housing - 1985

Recognized as a third-party inspection agency on rough wiring inspections only on the mobile and modular homes coming into the State of Delaware - 1976

FLORIDA

Under contract with the Department of Community Affairs to inspect factory-built housing for manufacturers as listed with the State of Florida – 1971

Florida Department of Community Affairs – Building Codes: Approved as a Quality Assurance Agency – 2003; a Product Testing Laboratory – 2003; a Product Certification Agency – 2004; and as a Validation Entity – 2005.

GEORGIA

Under Agreement with the Industrialized Buildings Agency as an inspection agency, evaluation agency and a design approval agency as provided in the Georgia Rules for Industrialized Buildings - 1988

HAWAII

Approved as a testing and quality control agency for manufacturers as listed by the State of Hawaii - 1971

IDAHO

Approved as a third-party inspection agency for factory-built housing and commercial coaches - 1992

Recognized for PFS certification of solid-fuel-burning heating appliances based on ICBO Report AA-504 – 1982

Several PFS inspectors recognized by the Division of Building Safety as being capable of performing third party modular building inspections for manufacturers outside Idaho in the following inspection categories: commercial and residential modulars; building and mechanical inspections – 2001

ILLINOIS

Approved as an inspection agency in the interest of the State of Illinois in accordance with the Illinois Mobile Homes Safety Act, Administrative Rules and Regulations and Future Amendments – 1975

Approved as an independent testing laboratory for third party testing and as a certification agency for solid-fuel-burning appliances - 1979

INDIANA

Approved as a third party evaluation and inspection agency for mobile and modular structures - 1972

IOWA

Approved as a third-party agency for the following: plan and specification review and certification, manufacturing facilities and quality control review and certification; in-plant inspection and certification of seal and code compliance - 1973

Accepted as testing agency for solid fuel burning appliances - 1979

KANSAS

Approved as a third-party testing, inspection and certification agency under the Kansas Uniform Standards Code for Mobile Homes and Recreational Vehicles - 1974

Accepted as a testing agency for solid-fuel-burning appliances based on ICBO approval - 1980

KENTUCKY

Reciprocity agreement with the IBC as an interstate compact-recognized third party for inspection and labeling of all modular units being shipped into a member state (New Jersey, North Dakota added in 2002, Minnesota, Rhode Island) – 1997 {Note: Reciprocity agreement with IBC rescinded, January 1, 2005.}

LOUISIANA

Recognized as an approved third-party certification for heating appliances - 1982

MAINE

Approved as an evaluation and inspection agency as defined in the Rules and Regulations for Certification of Mobile Homes, Article III, and the Rules and Regulations for Certification of Industrialized Housing, Article III, called the Mobile Home Regulations respectively, adopted by the Maine State Housing Authority - 1974

Approved for testing of solid fuel burning appliances to State of Maine Standard - 1980

MARYLAND

Approved as a Maryland Approved Testing Facility (ATF) as defined in Article 41, Section 83B, Subsection 6-202 of the Maryland Industrialized Building and Mobile Home Act - 1972

MASSACHUSETTS

Certified in the Massachusetts Manufactured Building Program as a third-party inspection agency (TPIA #02) - 1975

Approved as an accredited testing laboratory to test and label both solid and liquid fuel burning appliances – 1979

Approved testing laboratory and inspection agency for waste oil heaters, fire testing and fire rated products, and structural testing and listing of wood building components. Listed in Appendix "O" of Massachusetts State Building Code - 1990

MICHIGAN

Approved to conduct inplant construction inspection for approval of premanufactured units on behalf of the Construction Code Commission - 1974

Recognized as an approved testing laboratory to: ASTM E 84, ASTM E 119 and ASTM E 152 - 1993

Approved as an independent testing laboratory - 1978

Accepted as testing agency for solid fuel burning appliances - 1980

MINNESOTA

Reciprocity agreement with the IBC as an interstate compact-recognized third party for evaluation, inspection and labeling of all modular units being shipped into a member state (New Jersey, North Dakota added in 2002, Rhode Island) - 1993

Approved as an evaluation agency to review and approve construction documents for manufactured structures for compliance with the requirements of the Minnesota Building Code - 1978

Approved as an inspection agency qualified to conduct and supervise compliance assurance programs relating to manufactured buildings - 1972

Approved as a quality control inspection agency to approve and certify wood roof trusses for compliance with the Minnesota Building Code - 1973

Approved by Minnesota Department of Building Codes and Standards as evaluation and inspection agency in accordance with Minnesota Prefabricated Structures and Manufactured Building Codes Section of the Minnesota State Building Code - 1983

MISSISSIPPI

Authorized as an Approved Construction Inspection Agency and as an Approved Design Review Agency in the State of Mississippi under the Relocatable (Modular) Program – 2003

MISSOURI

Approved as an independent inspection agency authorized to inspect to mobile homes built or sold in the State of Missouri - 1975

Approved as an independent evaluation and inspection agency authorized to inspect to BOCA/UBC required codes for commercial modular homes built or sold in the State of Missouri. Approval in Missouri based on HUD approval - 1986

MONTANA

Approved as a third-party inspection agency concerning the construction of recreational vehicles and factory-built buildings - 1978

Accepted as a third-party testing and listing agency for solid fuel burning appliances based on ICBO's listing of PFS - 1980

Accepted as third-party testing and listing agency for heating appliances based on ICBO's listing of PFS - 1982

NEBRASKA

Under contract with the Department of Health of the State of Nebraska as an independent third-party inspection agency relative to the administration of the Nebraska Uniform Standards for Modular Housing Act - 1977

Recognized as a quality assurance and inspection agency to perform electrical inspections by the Nebraska State Electrical Board using only nationally certified electrical inspectors - 1997

Authorized to practice engineering, Certificate Number CA0599E – 1998

NEVADA

Approved as an inspection agency for factory-built housing, including testing, listing and inspections - 1972

Approved as a third-party testing facility under Nevada's rules and regulations covering plumbing, heating and electrical standards for mobile homes and travel trailers - 1972

Recognized by the Department of Commerce as a third-party inspection agency for modular construction with approval for individual projects and/or manufacturers - 1989

NEW HAMPSHIRE

Recognized as an accredited third-party inspection agency in accordance with RSA 205C and SAF-C 3300 - 1992

Recognized as an accredited third-party laboratory for modular building systems, building materials and heating appliances including waste oil heaters - 1991

NEW JERSEY

Approved as an Evaluation Agency and an Inspection Agency under the provisions of N.J.A.C. 5:23 – 4A.10 (c) – 2002.

Reciprocity agreement with the IBC as an interstate compact-recognized third party for evaluation, inspection and labeling of all modular units being shipped into a member state (Minnesota, Rhode Island, North Dakota added in 2002) - 1993

Approved as in-plant inspection agency for the following subcodes: building, electrical, plumbing and fire protection; permitted to approve building systems and compliance assurance programs - 1977

Accepted as testing agency for solid fuel burning appliances - 1979

NEW MEXICO

Approved by the Construction Industries Division as a third-party inspection agency for modular construction - 1987

NEW YORK

Approved to practice as a Professional Engineering Firm - 2000

Approved as a quality assurance agency for manufactured structures - 1990

Laboratory accredited for structural testing of building assemblies, building components and waste oil heaters - 1990. Additionally, accredited for the observation and reporting of ASTM E 84, ASTM E 119, and ASTM E 152 tests at an approved test facility - 1992

Accredited for structural testing of building assemblies and building components subject to approval by NVLAP, OSHA and NIST - 1998

Laboratory accredited to test and list liquid and solid fuel heating appliances - 1991

Laboratory acceptance as a testing or inspection agency for kerosene heaters - 1982

NORTH CAROLINA

Approved as a third-party certification agency for buildings of modular construction - 1981

Accredited as a testing/listing agency for oil fired heating equipment and accessories, oil fired appliances, solid fuel heating equipment and gas fire heating appliances - 1988. Expanded in 1992 to include air conditioning equipment and accessories and heat pump equipment and accessories.

Accepted as a fire testing and listing agency for assemblies and components to ASTM E 84, ASTM E 119 and ASTM E 152 standards - 1989

Approved to practice Engineering as a Business Firm; Certificate No. F-0485 – 1995

NORTH DAKOTA

Reciprocity agreement with the IBC as an interstate compact-recognized third party for evaluation, inspection and labeling of all modular units being shipped into a member state (Minnesota, New Jersey, Rhode Island) - 2002

Recognized as a testing and certification agency for heating appliances - 1982

Designated as a third-party inspection agency for the inspection of mobile homes shipped into the State of North Dakota - 1973

Recognized as a third-party quality control and inspection agency for manufactured buildings - 1999

OHIO

Recognized by the Ohio Board of Approval as an approved testing and listing agency for fire testing of fire-rated products and safety testing of heating appliances in the State of Ohio - 1982

Approved as testing laboratory for ASTM E 84, E 119, E 152 and UL 1482 as referenced in the Ohio Basic Building Code (OBBC) - 1982. Expanded to approval for ASTM E 72 in December 1984. Expanded again in March 1996 by the Ohio Department of Commerce to encompass those tests listed in PFS' NVLAP Scope of Accreditation -- general wood-based products; particleboard and medium-density fiberboard; formaldehyde; structural-use panels; hardwood plywood; structural composite lumber; glulam; I-joists; LVL; and sandwich constructions.

Recognized as an inspection agency for factory-built structures using PFS inspectors certified by the State of Ohio Board of Building Standards - 1997

OREGON

Approved as a certified testing laboratory for solid fuel burning appliances, including waste oil burning stoves - 1980

PENNSYLVANIA

Approved as a third party evaluation and inspection agency under the Pennsylvania Industrialized Housing Act - 1974

Accepted organization by Pennsylvania Power and Light to perform electrical inspections on one- and two-family residences - 1979

Approved as a testing laboratory covering all devices or equipment pursuant to Section 49.1 of the Fire and Panic Regulations – 1991

RHODE ISLAND

Approved as a third-party evaluation and inspection agency in accordance with the rules and regulations for manufactured buildings and building components - 1977.

Reciprocity agreement with the IBC as an interstate compact-recognized third party for evaluation, inspection and labeling of all modular units being shipped into a member state (New Jersey, North Dakota added in 2002, Minnesota) - 1993

Approved testing agency for solid fuel burning appliances based on BOCA, ICBO and SBCCI approvals - 1979

Approved testing laboratory based on NVLAP accreditation – 1982

SOUTH CAROLINA

Approved as a third-party evaluation and inspection agency under the rules of the South Carolina Modular Buildings Construction Act - 1988

SOUTH DAKOTA

Approved as an electrical inspection agency for manufactured structures for the State of South Dakota - 1978

Reauthorized by the South Dakota State Electrical Commission - 1991

TENNESSEE

Approved as a construction inspection agency and a design review agency for modular building units – 1986

Authorized as an acceptable agency to perform alternate construction (AC) inspections on homes manufactured in the state of Tennessee – 2003

TEXAS

Registered as an industrialized housing third party inspection agency - 1986

Registered as an industrialized housing third party design review agency - 1994

UTAH

Approved by the Department of Commerce as a third-party inspection agency for recreational vehicles and park trailers in lieu of RVIA for individual manufacturers - 1991

VIRGINIA

Approved testing, evaluation and inspection quality assurance agency under the Virginia Industrialized Building and Manufactured Home Safety Regulations - 1976

WASHINGTON

Accredited as a testing and inspection agency for electrical products associated with residential and commercial heating, air conditioning and refrigeration equipment and electrical equipment associated with solid fuel burning appliances (categories #18, #19 and #29) - 1989

WISCONSIN

Approved as an independent inspection/evaluation agency for manufactured dwellings – 1978.

Approved testing and labeling agency for solid fuel burning appliances to UL Standards 737, 727, 1482 and 127 - 1978

Wisconsin Material Approval No. 960079-C -- Approved as an independent testing and certification laboratory for ASTM E 84, ASTM E 119 and ASTM E 152 tests. Also approved for the testing of gas, fuel oil, waste oil and solid fuel appliances - 1990

Approved as an agency for listing steel tanks for aboveground use in compliance with UL 80 or UL 142 - 1993

Authorized to practice Engineering; Certificate No. 957 – 1998

WYOMING

Approved as a third-party quality control and inspection agency – reissued 1999

COUNTIES

COLORADO - CITY/COUNTY OF DENVER

Recognized testing laboratory for solid fuel burning appliances - 1980

Approved as a third-party inspection agency for prefabricated dwelling assemblies - 1977. Reissued 1987

COLORADO – CLARK COUNTY

Approved as a third-party fabricator inspection/audit/(and/or) Shop NDT agency - 2010

FLORIDA - DADE COUNTY

Approved as a compliance assurance and/or inspection agency - 1990

Approved as a compliance assurance and/or inspection agency and a testing laboratory in accordance with Dade County Building Code Compliance and Protocol PA301-94 to perform the following tests: per certification by SBCCI Compliance Report #TL-9337 and per BOCA Research and Evaluation Committee Report #90-46, includes Main office only (revised yearly)- 1994. Revised in 2001 to include: ...per SBCCI Compliance Report TL-9541 (renewed yearly), excludes section III (7) (revised yearly); BOCA Certificate No. 98-32 (renewed yearly & to include main office only); NVLAP Code 100421-0 (renewed yearly); and per TPI 1-95.

ILLINOIS - COUNTY OF ROCK ISLAND

Recognized as an approved third-party inspection agency for modular/pre-fabricated homes (as identified by ICBO) and indicated in the Rock Island Modular/Pre-fabricated Housing Policy – 1994

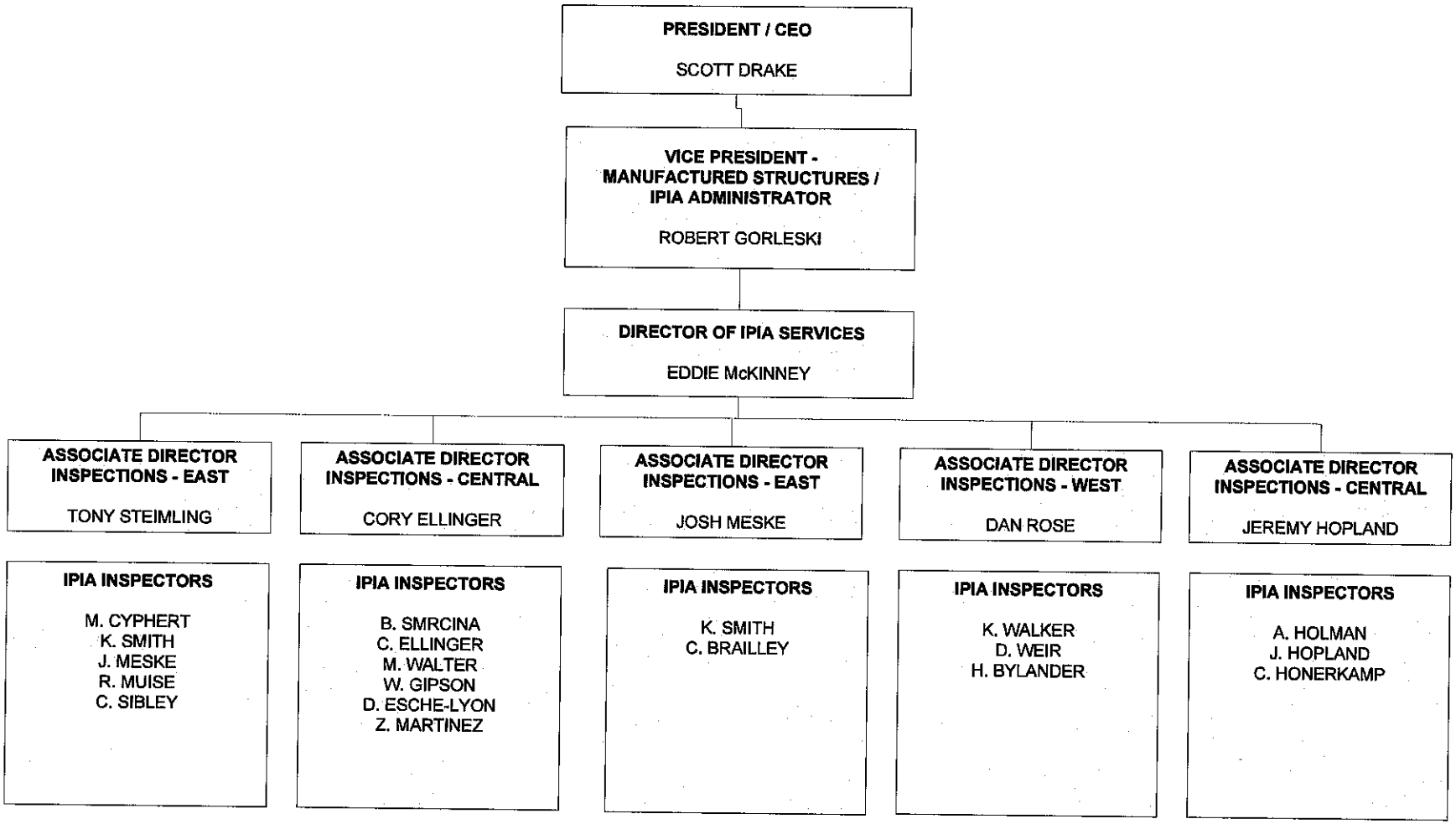
NEW YORK - NASSAU COUNTY

Approved testing and labeling agency for kerosene heaters distributed by Glo International - 1981

For a more specific nature of approval (e.g., manufactured buildings, mobile homes, wood roof trusses, components, heating appliances, etc.), the official letter of approval is on file at the PFS offices. Persons interested in reviewing, in detail, the letters of approval may request copies from the PFS office in Madison, Wisconsin.

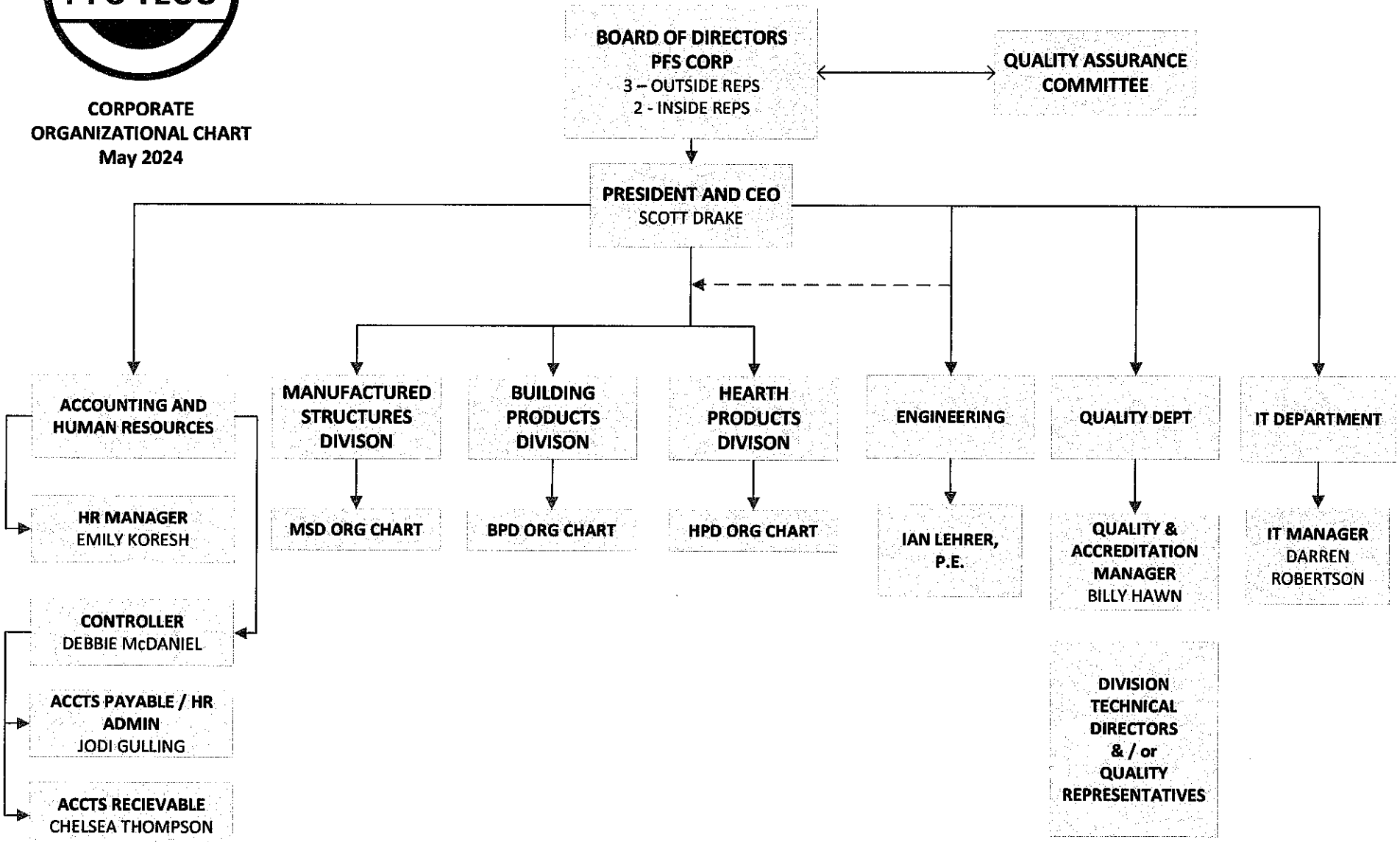
PFS CORPORATION d/b/a PFS TECO
IPIA DEPARTMENT

REV. JULY 8, 2025



PFS·TECO

CORPORATE ORGANIZATIONAL CHART May 2024



BUILDING PRODUCTS DIV.
ORGANIZATIONAL CHART
JUNE 2025

BUILDING PRODUCTS DIVISION MANAGER
SCOTT DRAKE – INTRUM

CERTIFICATION DIRECTOR
DAN HOVANEC

TECHNICAL DIRECTOR
KENNETH UDELE

PRODUCT DEPARTMENTS

PANEL PRODUCTS
SAM SMIDANKSY - *OSB*
DIEGO OLIVEIRA – *EPA*
BRIAN THOMPSON - *Plywood*

ENG. BUILDING PRODUCTS
OLIVIA SANCHEZ
LOGAN PACHAVIS – O.L.

ADHESIVES
BRIAN THOMPSON - *Structural*

JAS PROGRAM
DAN HOVANEC –
JAS Responsible Person

SAM SMIDANSKY
BRIAN THOMPSON
SEAN FONTENOT
NOAH KOCKEN
COOPER THOMPSON
CONNER O'BRIEN

FIELD SERVICES

FIELD SERVICES SUPERVISOR:
LAURA ACKERMANN

AUDITORS/ INSPECTORS
(PART-TIME*):
BRIAN (PETE) McBRIDE
JIM MATTISON
*JAMES LORENSON
*PAUL MATTSON
*GREG ESTEP
*JAMES VAN SCHOYCK

LABORATORIES

COTTAGE GROVE, WI
LAB SUPERVISOR
OPEN
Interim- M. PFANN

TECHNICIANS:
JAMIE URIBE
ADAM KERKMAN
JIM SCHOENENBERGER

SPRINGFIELD, OR
LAB SUPERVISOR
NOAH KOCKEN

TECHNICIANS:
BRIAN (PETE) McBRIDE (PT)
COOPER THOMPSON
CONNER O'BRION

TECHNICAL SERVICES

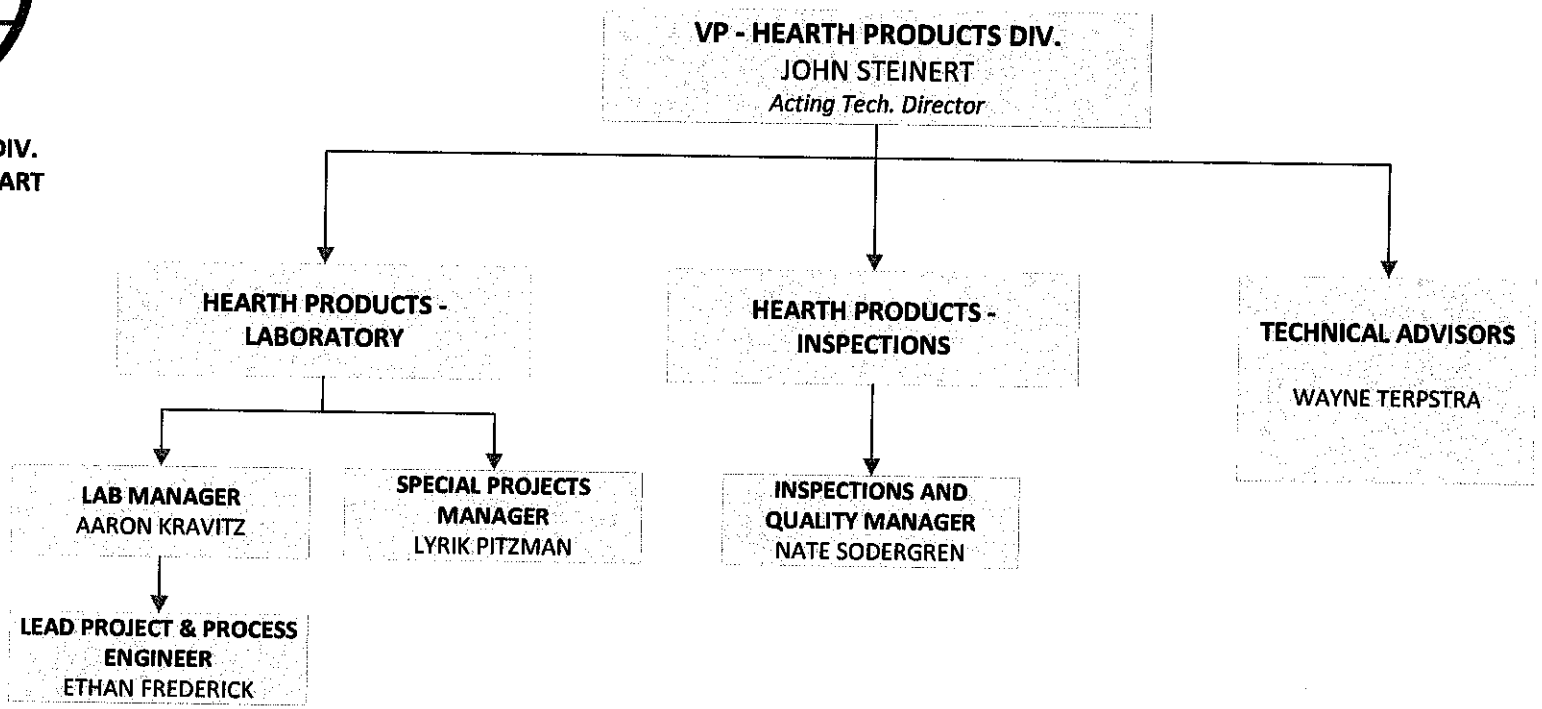
TEST ENGINEER

MARSHAL PFANN

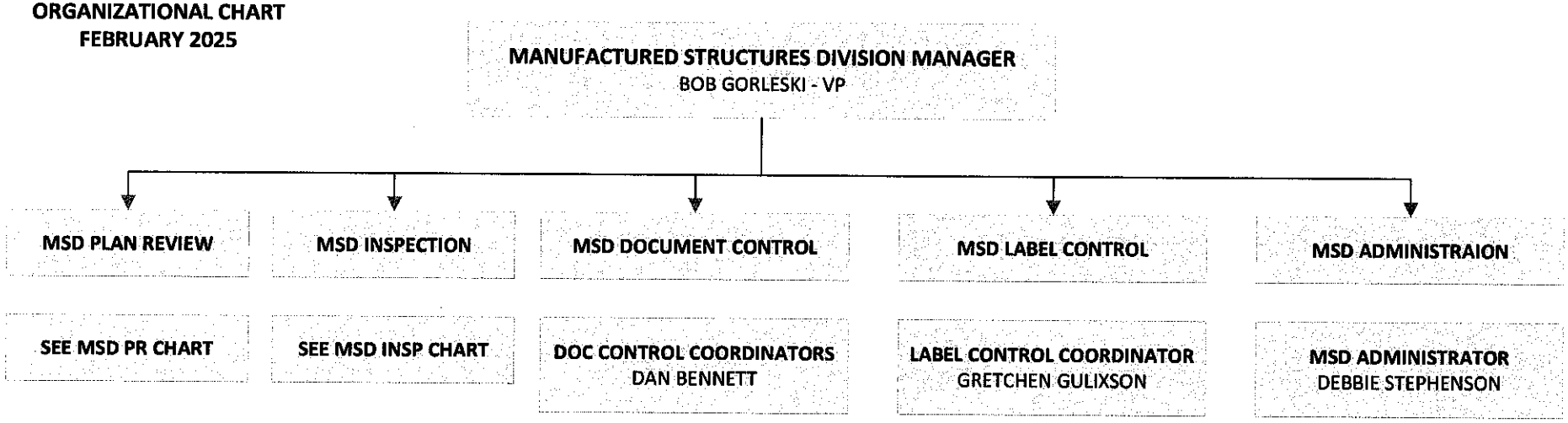
STAFF SCIENTISTS & ENGINEERS

SEAN FONTENOT
DANIELLE GRUBB

HEARTH PRODUCTS DIV.
ORGANIZATIONAL CHART
JUNE, 2025



MANUFACTURED STRUCTURES
ORGANIZATIONAL CHART
FEBRUARY 2025



MANUFACTURED STRUCTURES ORGANIZATIONAL CHART FEBRUARY 2025

MANUFACTURED STRUCTURES DIVISION MANAGER
BOB GORLESKI - VP

MSD PLAN REVIEW

TECHNICAL DIRECTOR
IAN LEHRER, PE

DIRECTOR MODULAR PLAN REVIEW - EAST
HAROLD RAUP

ASSOC. DIRECTOR MODULAR PLAN REVIEW - EAST
JOHN BAKER

MODULAR PLAN EXAMINERS – EAST

MICHELLE BAKER
IAN WARUNEK

DIRECTOR MODULAR PLAN REVIEW - CENTRAL
OPEN

ASSOC. DIRECTOR MODULAR PLAN REVIEW - CENTRAL
RAHUL BAJAJ, PE

MODULAR PLAN EXAMINERS – CENTRAL

DAN BENNETT
CHARLIE ROWLEY
MARK SEVERSON
ANDREW STANKOWSKI

DIRECTOR MODULAR PLAN REVIEW - WEST
OPEN

ASSOC. DIRECTOR MODULAR PLAN REVIEW - WEST
KELLY WALKER

MODULAR PLAN EXAMINERS – WEST

ROGER KERSEY

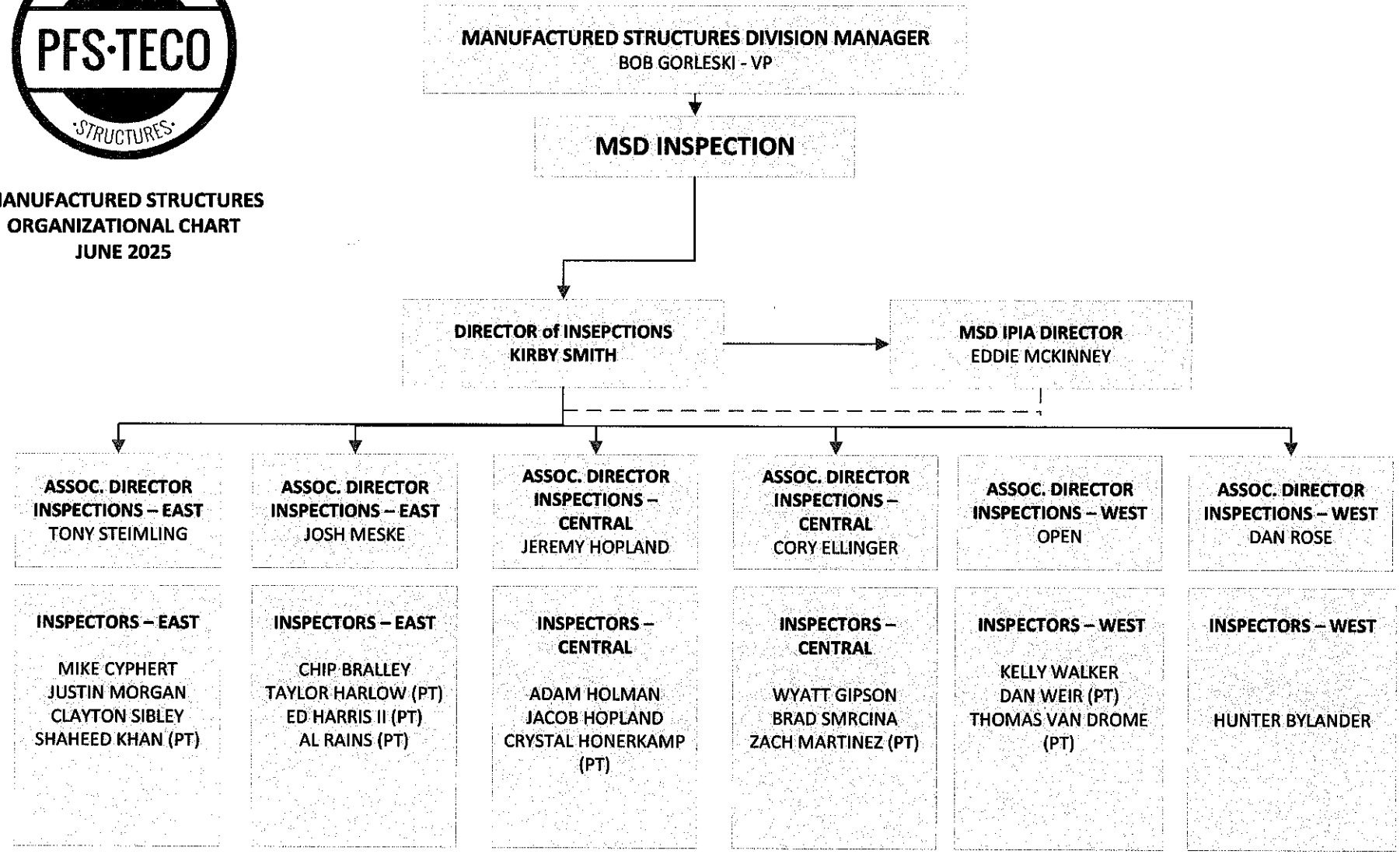
DIRECTOR DAPIA
DREW ESCHE-LYON, PE

ASSOC. DIRECTOR DAPIA
PAUL TIBBITS

DAPIA PLAN EXAMINERS

HAROLD MOUSER
MELVY VILLA THUSS
JUSTIN TIBBITS
ROB MUISE
BRIAN SCANLON

MANUFACTURED STRUCTURES ORGANIZATIONAL CHART JUNE 2025



PFS QA INSPECTORS & ASSIGNED PLANTS

MANUFACTURER	INSPECTORS
Adventure Homes 1119 Fuller Drive Garrett, IN 46738	Cory Ellinger Wyatt Gipson
American Modular Technologies 6306 Old Hwy. 421 North Liberty, NC 27298	
Astec Industries, Inc. P.O. Box 72787 4101 Jerome Ave. Chattanooga, TN 37407	Jeremy Hopland Cory Ellinger
Bally Refrigerated Boxes 135 Little Nine Drive Morehead City, NC 28557	Chip Bralley
Blazer Industries 945 Olney Street P.O. Box 489 Aumsville, OR 97325-0489	Douglas Dick
Cellxion, LLC 5031 Hazel Jones Road Bossier City, LA 71111	Jeremy Hopland
Champion Home Builders #41 10642 South Susquehanna Trail Liverpool, PA 17045	Tony Steimling Josh Meske Justin Morgan
Champion Home Builders #112 308 Sheridan Drive P.O. Box 95 Topeka, IN 46571	Cory Ellinger Wyatt Gipson
Champion Home Builders #270 451 Southern Avenue Strattanville, PA 16258	Mike Cyphert
Commercial Structures 655 N. Tomahawk Trail P.O Box 225 Nappanee, IN 46550	Cory Ellinger
Cozy Cabins, LLC 455 E. Farmersville Road New Holland, PA 17557	Rob Muise
Crown Technical Systems 13470 Philadelphia Ave. Fontana, CA 92337	Roger Kersey

Doyle's Construction & Mfg, Inc. 624 6th Street P.O. Box 451 Graham, TX 76450	Jeremy Hopland
Eaton Corporation 3900 Dahlman Avenue Omaha, NE 68017-1594	Brad Smrcina
Envirosep, Inc. 31 Aviation Boulevard Georgetown, SC 29440	
Frey-Moss Structures, Inc. 1801 Rockdale Industrial Boulevard Conyers, GA 30012	Eddie Harris
Global Power 2300 South 51st Street Milwaukee, WI 53219	Rahul Bajaj
Guardian Booth, LLC 13338 Midvale Road Waynesboro, PA 17268	Tony Steimling
Harvard Integrations 27157 470th Ave Tea, SD 57064	Brad Smrcina
Heritage Industries 905 Centennial Rd PO Box 37 Wayne, NE 68787	Brad Smrcina
Heritage Homes 1320 E. 7th Street Wayne, NE 68787	Brad Smrcina
Homeway Homes 100 Homeway Court Deer Creek, IL 61733	Ian Lehrer
Hub Machine & Tool, Inc. 900 US Hwy 380 Bypass Graham, TX 76450	Jake Hopland Jeremy Hopland
Keystone Structures 705 Terminal Way Kennett Square, PA 19348	Tony Steimling
KW Custom Control 4755 Ameritech Drive South Bend, IN 46628	Cory Ellinger Ian Lehrer
Leland's Cabins 109 Gillum Street Grandview, TX 76050	Jake Hopland

Madison Industries Inc. of Georgia 1035 Iris Drive SW Conyers, GA 30094	Eddie Harris
MMY US 1344 Beech Street Louisville, KY 40211	Cory Ellinger
MODLOGIQ 191 Quality Circle New Holland, PA 17557	Tony Steimling
Modular Building Systems of PA – Plant 1 72 E. Market Street Middleburg, PA 17842	Justin Morgan
Modular Building Systems of PA – Plant 2 200 Custom Avenue Middleburg, PA 17842	Justin Morgan
Modular Steel Systems, Inc. 11 Edwards Drive Bloomsburg, PA 17815	Josh Meske Tony Steimling
Myers Controlled Power, LLC 219 E. Maple Street, Suite 100/200E North Canton, Oh 44720	Mike Cyphert
Powell Electrical Systems, Inc. 8550 Mosley Rd Houston, TX 77075	Jake Hopland
Powell Electrical Systems 3967 Pleasantwood Ave NW North Canton, OH 44720	Mike Cyphert
Prefab Pads, LLC 3805 Hawthorne Court Waukegan, IL 60087	Cory Ellinger
RMD Manufacturing Ltd 1402 US Hwy 287 South Mansfield, TX 76063	Jake Hopland Jeremy Hopland Adam Holman
Rolling Acres Cabins 166 John Logsdon Cemetary Road Munfordville, KY 42765	Taylor Harlow
Schultz Industries, Inc. dba Sturdisteel Company 131 Ava Drive Hewitt, TX 76643	Adam Holman Jeremy Hopland
Systems Control 3201 E. Industrial Drive Iron Mountain, MI 49801	Ian Lehrer

Thermo Bond Buildings 1103 W. Main Street Elk Point, SD 57025	Brad Smrcina
Tindall Corporation 3361 Grant Road Conley, GA 30288	
Trachte, LLC 422 N. Burr Oak Ave. Oregon, WI 53575	Ian Lehrer
Ventaire, LLC, dba Sagebrush Building Systems 909 N.Wheeling Avenue Tulsa, OK 74110	Jeremy Hopland
VFP, Inc. 4954 Industrial Park Road Duffield, VA 24244	Al Rains

Cory Ellinger

(574)315.6547 cory.ellinger@PFSTECO.com

12600 Apple Rd.
Bourbon, IN 46504

EXPERIENCE

PFSTECO-1507 Matt Pass, Cottage Grove, WI

- Quality Assurance Auditor
August 2018- Present

Skills: blueprint reading, quality and process compliance, code enforcement

Tecomet- 486 W, 350 N, Warsaw, IN

-*Machinist III*
February 2008 - August 2018

Skills: operate 5 axis CNC mills, time management, blueprint reading,

fanuc controls, EDM wires

EDUCATION

Indiana State, Terre Haute — *Some College*
August 2003 - May 2005

Focus on sports medicine.

Triton School, Bourbon, IN — *Core 40*
August 1990 - May 2003

Graduated with Core 40. Member of FHA, Band, Baseball, and Tennis.

Licenses

Ohio Industrial Unit Inspector #8569
IBC I-328

ICC CERTIFICATIONS

Commercial Energy Inspector ID: 77
Residential Combination Inspector ID: R5
Residential Electrical Inspector ID: E1
Residential Building Inspector ID: B1
Residential Mechanical Inspector ID: M1
Residential Plumbing Inspector ID: P1

Submitted by: Phillip Cassady TechniPower, Inc. Ph#847-296-6020 pcassady@technipower.com

Wyatt Gipson

Offering a hardworking, reliable individual with sound knowledge of the fundamentals of construction. Highly motivated, proactive and punctual with team-oriented mentality. Comfortable operating heavy machinery and using most tools. Eager and quick learner. Competent Person with a clear understanding of job site safety, confident in most any environment.

Authorized to work in the US for any employer

Work Experience

Carpenter

Triton Marine Construction Corp - Cape Canaveral, FL
April 2021 to March 2022

- Created concrete forms using 2x4s and Plywood
- Rigged and landed steel forms for concrete girders
- Rigged and landed concrete panels on girders
- Established grade
- Tied rebar mat with the forman's instruction
- Worked in a confined space installing forms on multiple concrete repairs.
- Used numerous types of power tools and other equipment daily.
- Large scale construction/restoration of 1200ft wharf
- Followed OSHA and corporate safety regulations to avoid on-the-job injuries and accidents.

Insulated Concrete Form Installer

Old Dominion Custom Home - Manassas, VA
March 2017 to April 2021

- Trained and mentored coworkers, offering positive reinforcement and providing assistance when needed.
- Used forklifts and other equipment to move materials and complete project work with the construction team.
- Used numerous types of power tools and other equipment daily.
- Followed OSHA and corporate safety regulations to avoid on-the-job injuries and accidents.
- Rigged equipment, delivered tools and material to various locations.
- Worked closely with team to deliver project requirements, develop solutions

Carpenter

Gulf Coast Piling Restoration - Galveston, TX
February 2015 to March 2017

- Demonstrated self-reliance by meeting and exceeding workflow needs
- Cut timber, panels and other wooden materials according to measured dimensions.

- Selected lumber based on particular species, characteristics, and size

Sprinkler Fitter

Marmic Fire Protection - Joplin, MO
March 2013 to February 2015

- Completed sprinkler system installations for new construction and remodeling projects.
- Performed tests and calibrated fire suppression systems.
- Filled piping systems with water and air to test for leaks.
- Capable of trouble shooting both wet and dry systems.

Education

High School Diploma

Clear Creek High School - League City, TX
June 2009

Skills

- Mold creation
- Forming and pouring
- Project organization
- Installation
- Planning and coordination
- Emergency protocols
- Problem resolution
- Relationship development
- Team building
- Process improvement
- Construction
- Concrete Forming
- Carpentry

RESUME

NAME

Jeremy Hopland
1612 E. Park Boulevard
Plano, TX 75074
Home Phone: 972-516-8890
Business Phone: 214-221-5585
Email: jerhopland@pfs-teco.com

EDUCATION

1985 – 1989 North Garland High School – Garland, TX

Southern Building Code Congress International, Inc. – Participated in their certification for code enforcement and administration professionals.

WORK EXPERIENCE

1993 to present

PFS Corporation – Dallas, TX

Staff Engineer/Quality Assurance Inspector. Performs plan review and inspections on factory built structures and HUD manufactured homes to various Model Codes and the FMHCSS. Conducts daily quality assurance inspections at various HUD manufactured homes and modular manufacturers for product conformance to federal, state and local code requirements. Checks the records and procedures of the manufacturer to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspectors and/or checks calibration of all test equipment, checks data plates, observes test being performed, inspects materials in storage and performs CCI ratings of HUD manufactured homes.

ACCREDITATIONS

- Certified State of Texas Inspector: IHI-058
- SBCCI Certified One and Two Family Dwelling Inspector: Reg. # 4027
- SBCCI Certified Building Inspector: Reg. # 5001
- SBCCI Certified Commercial Electrical Inspector: Reg. # 674
- SBCCI Certified Plumbing Inspector: Reg. # 1573
- SBCCI Certified Mechanical Inspector: Reg. # 840
- SBCCI Certified Florida Modular Building Inspector: Reg. # 040
- IBC Certified Industrialized Buildings Inspector: Reg. # I-153
- IBC Certified One and Two Family (Level I) Plans Examiner: Reg. # P-088

12/10/01 au

CB

CHARLES BRALLEY

3691 CAMP JUDA ROAD, KANNAPOLIS, NC 28083
CBRALLEYIRISH@YAHOO.COM 704-619-1371

OBJECTIVE

Attain a position with manager or assistant manager related duties with your progressive company allowing for the use of my varied skills sets and experience while also being committed to personal growth and company success.

SKILLS

*20 years plus small project management
*Personnel management
*Modular unit industry
*Culture of safety
*Supply acquisition
*Matching labor and equipment
*Quotes/bids/sales
*Quality assurance
*Construction skills
*Customer service
*Service calls

EXPERIENCE

SMALL BUSINESS OWNER/MANAGER • CAROLINA MODULAR CRAFTSMAN • DATES FROM 2014 TO PRESENT

Construction small business owner/manager with experience in modular construction and maintenance with variable project scope. Labor management, secured work, communicated with customers, secured materials, managed company and project budgets, quote preparation, and, quality management. Created and managed a culture of safety in the workplace with no reportable injuries occurring to date.

FIELD SUPERVISOR/LEVEL 14 MECHANIC AND CARPENTER • MOD SPACE CORPORATION • DATES FROM 2008 TO 2014

Field level supervisor with experience in sales, project management, service, repairs, supply acquisition, and quality assurance.

EDUCATION

HIGH SCHOOL DIPLOMA • GARINGER HIGH SCHOOL, CHARLOTTE, NC

CERTIFICATE • 2013 • LIFT ONE

Powered industrial vehicle train the trainer certified

DETAILED SKILLS

Ordering tasks, leadership, project workflow, conventional wood framing, commercial/residential plumbing, commercial/residential electrical, siding installations, windows, doors, gutters, data wires, sprinkler systems, drop ceilings, lighting, and roofing.




2019 RESUME Douglas Dick C.B.O.

Federal Tax ID# 26-0312762 *dougdick145@gmail.com*

NATIONAL CERTIFICATIONS:

CABO Certified Building Official #1056
ICBO Plans Examiner, Certificate #37720
ICBO Building Inspector, Certificate #13722
ICBO Mechanical Inspector, Certificate 17245
ICBO Electrical Inspector, Certificate #20293
ICBO Plumbing Inspector, Certificate #18438
IFCI Uniform Fire Code Inspector, Certificate #50936

ICBO Certified Building Official #0806562-51
IBC Building Plans Examiner #0806562-06
IBC Building Inspector #0806562-B5
IMC Mechanical Inspector #0806562-M5
IEC Electrical Inspector #0806562-E5
IPC Plumbing Inspector #0806562-34
ICC Fire Inspector I & II #0806562-67
IIBC Bldg.-Elect.-Mech., Plmg-Plans I-176 P-098

OREGON CERTIFICATIONS:

Building Official, Certificate 5280BO
Fire Life & Safety Plans Examiner, Certificate 5329PE
Plans Examiner, A Level, Certificate 5329
Mechanical Inspector, A Level, 5336MI
Electrical Inspector, A Level, 5364EI
ATC-20 Earthquake Damage Assessment
One & Two Family Structural Inspector, 1697CAS
One & Two Family Plumbing Inspector, 1535CAP

Oregon Inspector Certification, #1180
Manufactured Home Installation Inspector, 590MHI
Structural Inspector, A Level, 5342SI
Plumbing Inspector, A Level, 5289PI
Parks & Camp Inspector, 407 PCI
ATC-45 Earthquake &Wind Damage Assess
One & Two Family Mechanical Inspector, 1636CAM
One & Two Family Plans Examiner, 1652CAX

EDUCATION:

1984 P.O.S.T. Certificate, Mendocino Community College, Ukiah, CA

WORK EXPERIENCE:

1998-Present **Owner, On the Level Inspection Concepts Inc.**: Manzanita, OR
2015-Present **Federal, Interstate Industrialized Building Commission (IIBC):** Inspector & Plans Examiner
2002-2017 **Building Official**- Manzanita, OR **Code Seminar Instructor**- OR & WA

2001-2012 **Adjunct Professor-Chemeketa College Building Codes Program Salem, OR**

1996 - 1998 **Linhart Petersen Powers Associates**: Salem, OR
Combination Inspector/Plans Examiner, conducted plan reviews of complex commercial and residential projects, including plumbing and electrical. Performs combination inspections for all Oregon Specialty Codes. Inspects and plan reviews Pre-Fab structures.

1994 - 1996 **State of Oregon Building Codes Division**
Manager-field inspection staff. Responsible for the supervision of 43 field inspectors and 10 office staff. Conduct complex plan reviews of Commercial and Industrial projects

1989 - 1994 **City of Gillette, Wyoming;** Building Official,
Performed administrative and management functions for a staff of 6. Performed all complex plan review, prepared City ordinances. Provided public presentations on code-related topics to the Chamber of Commerce, Board of Realtors, Board of Contractors, and City Council.

1984 - 1989 **County of Mendocino**: Ukiah, California
Building Inspector I & II. Performed all phases of residential, commercial, and industrial structures plan reviews & field inspections. Conducted staff meetings and inspector training.

Additional Accomplishments not shown on Resume

Federal

2017-Present: International Code Council: Member of Education and Professional Development Committee

Interstate Industrialized Building Commission: Licensed Plans Examiner, Building Inspector, Electrical Inspector, Fire Code Inspector, Mechanical Inspector, Plumbing Inspector.

States (10 at present time) that do not have Pre-Fab Inspection and Plan Review Programs are required by Federal Law to still have inspections and reviews by qualified and licensed companies and individuals. I am the only Plans Examiner and Inspector holding these license's in the State of Oregon.

International Conference of Building Officials & International Code Council: ***National Code Committees***- Chairman's Committee on Small Jurisdictions, National Electrical Exam test validation committee (6 years, 2 code cycles- plan review and field inspection), National Building Official exam committee.

Nationally Certified Building Official, only six in Oregon.

State of Oregon

Oregon's only **Level 4 Inspector** holding "A" Level certifications in Building, Electrical, Mechanical, Plan Review, and Plumbing.

Adjunct Professor of Codes at Chemeketa College for 10 years. Teaching classes in Building codes, Building Official classes, Building Code Plan Review, Mechanical Field Inspection and Mechanical Plan Review. Detailed classes in Fire Protection of Buildings, Fire Sprinkle of Buildings, and Fire Alarm Systems.

Expert Witness on over 200 building code related legal cases in Oregon courts

Seminar Instructor: Teaching over 250 building code, electrical code, and mechanical code seminars for Oregon Building Officials Assoc., Lorman Seminars, International Conference of Building Officials, Washington State Building Officials Assoc. and Oregon Building Codes Division.

Licensed to conduct Pre-Fab Plan Reviews and Field Inspections for projects going to: Alaska, Arizona, California, Colorado, Hawaii, Montana, Nevada, & Wyoming

Continuing Education Instructor On- Line Classes for Oregon Licensed Contractors

2014 Structural Applications for the 2011 ORSC	6 hr. class
60 minutes to understanding residential code span tables	2 hr. class
2015 Residential application of gypsum wallboard	2 hr. class
2016 Residential electrical inspections	6 hr. class
2015 Mold & Dryrot presentation	6 hr. class
2011 History of the building codes	6 hr. class
2014 Electrical & Building codes class	6hr. class
2017 Residential Roofing	4 hr. class

RR#3, Box 57
Sunbury, PA 17801

570-288-6660
tbsteimi@peoplepc.com

Anthony C. Steimling

Experience

5/2005 - Present PFS Corporation Madison, WI

Quality Assurance Inspector Trainee

10/2004 – 5/2005 GCB Construction Danville, PA

Finish Crew Supervisor

- Supervised Finish Crew in set and finish of modular buildings including single-family homes, townhouses, and commercial buildings.

5/1999 – 10/2004 Penn Lyon Homes Corp. Selinsgrove, PA

Quality Control Manager / Human Resources Director

- Responsible overall for the Quality Assurance programs in two modular building manufacturing facilities producing up to forty buildings per week.
- Responsible for recruiting and hiring of new employees. Monitored employee

1988 - 1998 Design Homes, Inc. Bloomsburg, Pa

Quality Control Manager

- Insure that strict quality control and construction procedures are maintained.
- Inform all personnel of changes occurring in applicable building codes and continually monitor manufacturer's compliance to applicable state building codes, as they exist.

Education

1976–1979 Col-Mont Vo-Tech Bloomsburg, PA

- Graduate – Data Processing/Computer Programming

JOSHUA MESKE

2630 Tower Road, Bloomsburg, PA 17815

C: (570)-394-3947 | josh.meske@yahoo.com

WORK EXPERIENCE

Deluxe Building Solutions
QA Coordinator | Berwick Pa | June 2019-Present

Job responsibilities include supervision and instruction to employees regarding compliance. Provide quality inspections to approved documents and ensure that QA processes are implemented plantwide. Coordinated change orders with engineering and implemented design changes into production. Additional responsibilities include project ship loose coordination.

GSC ENTERPRISES LLC
Crew lead/Laborer | Bloomsburg Pa | September 2018-June 2019
Forming and finishing concrete work, hard-scaping including laying paver patios, block walls and retaining walls. Snow removal, heavy equipment operations, preventative maintenance of machinery and troubleshooting.

COLUMBIA EXCAVATING LLC
Laborer | Bloomsburg Pa | March 2018-September 2018
General contracting work including but not limited to demolition, heavy equipment operations, spackle, paint, drywall, electrical, plumbing and overseeing final finishes in the home

PRO-TEL
Laborer/technician/delivery | Landsdale, Pa | January 2017-August 2017
Installed Verizon telecommunication equipment and responsible for scheduled deliveries.

COLUMBIA EXCAVATING LLC
Laborer | Bloomsburg, Pa | November 2016 – January 2017
Laborer on large scale commercial building remodel. Duties included general remodeling, plumbing, setting 30,000 gallon fuel tank, assembling water containment area for sprinkler systems and heavy equipment operations.

DELUXE BUILDING SYSTEMS
Quality Assurance Inspector | Berwick, Pa | May 2011 - November 2016
Responsible for final inspections on electrical, plumbing, and framing of modular units. Documented imperfections and discrepancies and assured laborers made corrections accordingly. Also enforced proper use of PPE for job safety. ACI Certified. Supervised employees in Concrete Plant.

USMC
Fire Team Leader | Johnstown, Pa | December 2006 - December 2014
Mechanic in USMC with expertise in diagnosis and repair of military vehicles and heavy machinery. Fire team leader in the squad responsible for education of fellow marines on the mechanics of military machinery. 8 years of service and Honorably Discharged in 2014

EDUCATION

HIGH SCHOOL DIPLOMA
Central Columbia School District
Bloomsburg, Pa | 2006

SKILLS & CERTIFICATES

ACI Certfied in Fresh Concrete Testing
OSHA Certified 2016-present
Forklift operation certified 2015-present
Military Mechanic 3521

Justin Morgan

Forksville, PA 18616
justinmorganhvkv8_fxt@indeedemail.com
+15704476624

Authorized to work in the US for any employer

Work Experience

Building Code Inspector

Code Inspections Inc - Horsham, PA
April 2006 to Present

Building Code Inspector

Code Inspections Inc
April 2006 to February 2024

Residential and Commercial Building Inspector

Education

High school or equivalent in General Studies

Sullivan County High School - Laporte, PA

Some College in Diesel Mechanic

Pennsylvania College of Technology - Williamsport, PA

Skills

- Microsoft Outlook
- Quality Inspection
- Time Management
- Mechanical Knowledge
- Automotive Repair
- Vehicle Maintenance
- Microsoft Word
- Mechanic Experience
- Oil Change
- Blueprint Reading
- Building Code Official (10+ years)
- Construction
- Manufacturing
- Blueprint reading

- Microsoft Excel
- Microsoft Office
- Quality control
- Quality assurance
- Analysis skills
- Computer skills
- Communication skills
- Automotive repair

Certifications and Licenses

PA Driver's License

Residential Building Inspector
#10

Residential Electric Inspector
#11

Residential Mech Inspector
#12

Residential Energy Inspector
#14

Commercial Building Inspector
#15

Commercial Plumbing Inspector
#21

Access Insp / Plans Examiner
#23

Commercial Building Plans Examiner
#24

Building Code Official

RESUME

NAME
Michael G. Cyphert
195 Stahlman Drive
Clarion, PA 16214
Phone: 814/764-5647

EDUCATION

10/84 – 2/86 Triangle Technical, Inc. – Dubois, PA
Major: Architectural Drafting & Designing
Degree: Associate in Specialized Technology

WORK EXPERIENCE

1999 to present — PFS Corporation – Bloomsburg, PA
Quality Assurance Inspector. Conducts quality assurance surveillance monitoring of HUD manufactured homes, modular, panelized housing manufacturers and component manufacturers for product conformance to federal, state and local code requirements. Checks the records and procedures of the manufacturer to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspects and/or checks calibration of all test equipment, checks data plates, observes tests being performed, inspects materials in storage, and performs CCI ratings of HUD manufactured home manufacturers. Prepare inspection reports that describe observed violations and corrective actions base on the appropriate code and drawing references.

1994 to 1999 — Pengrove Building Systems – Knox, PA
Director of Engineering. Drafter/designer of one and two family residential modular homes. Responsible for building systems drawings for state and third party approvals.

1991 to 1994 — Structural Modulars, Inc. – Clarion, PA
Director of Engineering. Drafter/designer of one and two family residential modular homes. Responsible for building systems drawings for state and third party approvals.

1989 to 1991 — Strattan Homes – Knox, PA
Regional Sales Manager. Manager of Territorial Sales. Responsible for managing services and costing. Aided in Marketing and Advertising.

1988 to 1989 — Strattan Homes – Knox, PA
Computer Aided Drafter. Drafter/designer of one and two family residential modular homes. Responsible for building systems drawings for state and third party approvals.

1986 to 1988 — The Ryland Group, Inc. – Columbia, MD
Engineering Technician. Drafter/designer of single and multi-family residential panelized homes. Responsible for material takes-offs and for field supervision of prototype model construction.

ACCREDITATIONS

- Ohio Building Inspector #318
- South Carolina Building Inspector
- North Carolina Building Insepctor
- Industrialized Buildings Inspector (IBC) #I-160
- ICC Residential Combination Inspector
- ICC Commercial Building Inspector

Robert Paul Muise
491 Long Rd.
Manheim, PA 17545
rmuise1@gmail.com

EMPLOYMENT

Quality Assurance Manager *Aug, 2012 – July, 2021*
Skyline Homes
99 Horseshoe Road
Leola, Pa. 17540

Responsible for the Quality assurance program as outline by Skyline corporation and insuring that the product conforms to code following the guidelines of the NEC, HUD and various State Industrialized Housing IRC and IECC codes. In achieving this end I work closely with production line personnel, auditors from the listed agencies, and the Product Design and Engineering department at Skyline corporation. Other responsibilities include: Maintain a current set of code manuals, product prints, and installation instructions for components installed in the unit.

Service/Parts Manager *August, 2008 – July 2012*
Skyline Homes
99 Horseshoe Road
Leola, Pa. 17540

Responsible for Implementing the Skyline Warranty Service program. Managed the scheduling of warranty repairs and ensured that all repairs were conducted to meet the Skyline DAPIA for repairs on HUD built homes. Communicated with customers regarding warranty requests.

Quality Assurance Manager *July, 2006 – Aug 2008*
Skyline Homes
465 Reading Rd
Ephrata, Pa. 17522

Responsible for the Quality assurance program as outline by Skyline corporation and insuring that the product conforms to code following the guidelines of the NEC, and HUD. In achieving this end I work closely with production line personnel, auditors from the listed agencies, and the Product Design and Engineering department at Skyline corporation. Other responsibilities include: Maintain a current set of code manuals, product prints, and installation instructions for components installed in the unit.

Robert Paul Muise
491 Long Rd.
Manheim, PA 17545
rmuise1@gmail.com

Service/Parts Manager *March, 2002 – July 2006*
Skyline Nomad/Layton
77 Horseshoe Road
Leola, Pa. 17540

Responsible for Implementing the Skyline RV Warranty Service program. Managed the scheduling of warranty repairs. After Plant closing in 2006, coordinated the transfer of Service to Skyline Corporation.

Final Finish Supervisor *July, 2001 - March 2002*
Skyline Nomad/Layton
77 Horseshoe Road
Leola, Pa. 17540

Responsible for the supervision of the Final Finish and Dealer Prep departments. Managed 14 personnel in the final phases of trailer assembly, conscious of labor hours for hourly personnel and proper manning levels for piece rate workers. Other responsibilities include completing payroll on a weekly basis for the department, and maintaining a clean and organized department so that an accurate product inventory can be achieved on a quarterly basis. Scrap reports, current prints, and specifications are also maintained.

Quality Assurance Manager *July, 1998 - 2001*
Skyline Nomad/Layton
77 Horseshoe Road
Leola, Pa. 17540

Responsible for the Quality assurance program as outline by Skyline corporation and insuring that the product conforms to code following the guidelines of the NEC, RVIA, RPTIA, CSA, and UL. In achieving this end I work closely with production line personnel, auditors from the listed agencies, and the Product Design and Engineering department at Skyline corporation. Other responsibilities include: Maintain a current set of code manuals, product prints, and installation instructions for components installed in the unit.

Robert Paul Muise
491 Long Rd.
Manheim, PA 17545
rmuise1@gmail.com

Dealer Prep Leader *February, 1993 - July, 1998*
Skyline Nomad/Layton, Leola, PA.

Responsible for overseeing the cleaning and testing of the units as they come off the assembly line, insuring that a quality product is shipped to the dealer.

Maintenance Assistance *June, 1992 - February 1993*
Skyline Nomad/Layton, Leola, PA.

Responsible for plant maintenance. Implementing preventative maintenance of equipment used in the manufacturing process.

Work Center Supervisor *November, 1991- April 1992*
USS Cook, San Diego, CA.

Responsible for scheduling, delegating, and performing maintenance on nuclear capable weapons system equipment. Supervised and trained a three-man team in preventative and corrective maintenance, maintaining a high degree of equipment readiness.

Maintenance Technician *May, 1987- November, 1991*
USS Cook, San Diego, CA.

Performed scheduled preventative maintenance and unscheduled corrective maintenance on nuclear capable weapon systems.

Store Manager *April, 1985- March, 1986*
McDonalds Corporation, Lancaster, PA
Responsible for all store operations, including the training of assistant Managers.

Assistant Manager *June, 1983- April, 1985*
McDonalds Corporation, Lancaster, PA
Responsible for running the shift, including training crewmembers.

Crew Member *August, 1980- June, 1983*
McDonalds Corporation, Lancaster, PA.
Responsible for cooking and cleaning.

Robert Paul Muise
491 Long Rd.
Manheim, PA 17545
rmuise1@gmail.com

EDUCATION

PFS-TECO
Attended annual Seminars
Received certificates as a PFS
Certified Inspector at the Manufacturer level

Penn State University
Harrisburg, PA
Enrolled as a part time student
2008-2010
Undeclared Major Gen Ed courses

Millersville University
Millersville, PA
Enrolled as a part time student
1998-2001
Sociology- 2001
Fundamentals of speech- 1999
Psychology - 1999
English Composition- 1998

United States Navy
Magazine Sprinkler Maint. & Repair School- October, 1991
Weapons Handling Supervisor School- March, 1990
Maintenance and Material Management Systems School- October 1988
Nuclear Weapons Team Trainer School - March 1988
Advanced Gunners mate School- April 1987
Basic Gunners mate School- December 1986
Basic Electronics and Electricity School - October 1986

McDonalds Corporation
Applied Equipment school - October 1985
Intermediate Operations School- November 1984
Basic Management Development School - April 1984

High School
J.P. McCaskey High School, Lancaster, PA - June, 1983

Bradley Smrcina
196 S. St.
PO Box 94
Mt Sterling, WI 54645
Fax: 608-734-9970
Evening Phone: 608-734-9970
Day phone: 608-799-6229
Email: bsmrcina@centurytel.net

Country of Citizenship: United States of America
Contact Current Employer: Yes

WORK EXPERIENCE

PFS Corporation **10/2013 - Present**
1507 Matt Pass **Hours per week: 30**
Cottage Grove, WI 53527-8962

Quality Assurance Auditor/Inspector
PFS Corporation a 3rd Party Inspection and Testing Agency. Perform QA Audits/Inspections. (Contact Supervisor: Yes, Mr. Robert Gorleski, General Manager Manufactured Structures Division, Supervisor's Phone: 608-839-1013)

Smrcina Inspections LLC **6/2004 – Present**
PO Box 94 **Hours per week: 5 to 10**
Mt Sterling, WI 54645

Code Enforcement Official
Perform new home inspections through contracts to enforce the Uniform Dwelling Code. New home inspections of all Electrical, HVAC, Plumbing, Structural and Erosion Controls. Provide existing home inspections and Rental Weatherization inspections. Work closely with the State of Wisconsin Department of Commerce, Municipalities, contractors, and homeowners. Train contractors through code enforcement and consultation as needed. (Contact Supervisor: Yes, Supervisor's Name: Bradley Smrcina, Supervisor's Phone: 608-799-6229)

Village of Mt Sterling **5/2005 – Present**
193 S. Main **Hours per week: 1**
Gays Mills, WI 54631

Zoning Administrator/Code Official
Enforce Zoning and Building Ordinance for the Village.
(Contact Supervisor: No Supervisor. Village President: Doug Helgerson, Village President's Phone: 608-606-1641)

PFS Corporation **3/2008 – 3/2009**
1507 Matt Pass **Hours per week: 0 to ?**
Cottage Grove, WI 53527-8962

5/1996 – 6/2005
Hours per week: 40 to 60

Quality Assurance Auditor/Inspector 3/2008 – 3/2009
PFS Corporation a 3rd Party Inspection and Testing Agency. Perform audits/inspections per the agreed contract. (Contact Supervisor: Yes, Ron Reindl, Vice President, Supervisor's Phone: 608-839-1013)

Quality Assurance Auditor/Inspector 5/1996 – 6/2005
PFS Corporation a 3rd Party Inspection and Testing Agency. Perform modular home (Manufactured Dwelling) and mobile home (Manufactured Home- HUD) inspections/audits at all manufacturing facilities in the State of Wisconsin and also Iowa, Minnesota, and Nebraska. Perform inspections/audits for 2 plastic lumber plants and 3 truss plants in Wisconsin, 1 anchor plant and 1 truss plant in Iowa, 1 commercial lab plant in Iowa. Travel to various States as needed to perform audits

and inspections. Work with Management of all manufacturing facilities, State and Federal Agencies, factory workers, and PFS Management. While doing audits and or inspections incorporate training as needed. Drove approximately 50,000 miles a year to carry out my responsibilities. (Contact Supervisor: Yes, Ron Reindl, Vice President, Supervisor's Phone: 608-839-1013)

Blackhawk Engineering **6/1994 – 5/1996**
Platteville, WI **Hours per week: 40 to 60**

Engineering Assistant/Tech.
Perform/assist with Civil Engineering, property surveys, Municipal water and sewer projects, Waste Water Treatment Plant inspections, drafting, filing, record keeping of projects. Use computers with software as needed for property surveys, water and sewer projects, and street projects. Perform/assist in many aspects of Civil Engineering. (Contact Supervisor: Yes, Supervisor's Name: Greg Huza, Supervisor's Phone: 608-943-8489) (Note: Blackhawk has gone out of business).

Design Homes Inc. **6/1986 – 6/1994**
600 N. Marquette Rd. **Hours per week: 40**
Prairie du Chien, WI 53821-1127

Engineering/Drafting/Quality Control
Engineering, drafting, quality control, building inspections of modular homes, mobile homes (HUD), and some commercial projects. Required to know the building code for Wisconsin, Iowa, Minnesota, Nebraska, North and South Dakota, Illinois, and Missouri. Work closely with the public, dealers, factory workers, management, 3rd party inspection agencies, the Federal and State Government. Travel to various States to perform building inspections.
(Contact Supervisor: Yes, Supervisor's Name: Frank Weeks, Supervisor's Phone: No Phone, Design Homes Office Phone: 608-326-6041)

Wyalusing Academy **7/1983 – 6/1986**
601 S. Beaumont Rd. **Hours per week: 40**
Prairie du Chien, WI 53821-1909

Child Care Worker
Wyalusing Academy is an adolescent care facility, caring for abused children. I was assigned to a unit where a specific age group of children lived. The childcare Staff was responsible to teach the children how to work and live with other people, how to function in society and in the adolescent care facility. Supervised field trips, Weight Room, Lunch Room, etc., wrote daily progress reports for the residents that I was involved with on a daily basis.
(Contact Supervisor: Yes, Supervisor's Name: Gary Adams, Supervisor's Phone: 608-326-6481)

Prairie Sand and Gravel **4/1980 – 7/1983**
34592 County Rd. K **Hours per week: 40 – 70+**
Prairie du Chien, WI 53821-8121

Dock Hand/Barge Loader
Worked on a dock loading grain barges. Supervised 2 other employees in off loading grain trucks. I was responsible to load the barges with the proper amount of grain so the barges would be at the proper depth for transportation down the Mississippi River. Also performed numerous additional job tasks as required by Blair Dillman (owner).
(Contact Supervisor: Yes, Supervisor's Name: Blair Dillman, Supervisor's Phone: 608-326-6471)

Crawford County Courthouse
220 N. Beaumont Rd.
Prairie du Chien, WI 53821-2050

6/1978 – 2/1980
Hours per week: 40

Cartographer
Responsible to re-map areas of Crawford County for the Tax Lister. Work under the supervision of the Tax Lister. Perform deed research to verify property descriptions with the tax title and the existing tax maps. Go to various properties to identify survey markers and compare the properties to the deed filed.
(Contact Supervisor: Yes, Supervisor's Name: Delores Bonney, Supervisor's Phone: 608-326-2547)

Hovelsrud Consulting Associates
Richland County Bank Building
Richland Center, WI 53581-2344

5/1977 – 5/1978
Hours per week: 40

Engineering Assistant/Tech.
Perform/assist with Civil Engineering, property surveys, street projects, drafting. Assisted in existing Sewer inspection project to determine the amount of water infiltration from damaged sewer mains, which was affecting the Waste Water Treatment Plant. Perform/assist in many aspects of Civil Engineering.
(Contact Supervisor: No, Supervisor's Name: Herman Hovelsrud (passed away and Company no longer exists).

EDUCATION

Madison Area Technical College
211 N. Carroll St., Madison, WI 53703
Vocational – Graduated 5-21-1977 – I year Vocational Diploma
Major: Drafting- Architectural
Minor: No Minor

Prairie Du Chien High School
800 E. Crawford St.
Prairie du Chien, WI 53821
Graduated 5-1976 - Diploma

JOB RELATED TRAINING

License/Certifications held:
International Code Council Certified Residential Combination Inspector, Lic. # 8000394-R5
Wisconsin Certified Uniform Dwelling Code Structural Inspector, Lic. # 70765
Wisconsin Certified Uniform Dwelling Code HVAC Inspector, Lic. # 70765
Wisconsin Certified Uniform Dwelling Code Plumbing Inspector, Lic. # 70765
Wisconsin Certified Uniform Dwelling Code Electrical Inspector, Lic. # 70765
Wisconsin Certified Uniform Dwelling Code Erosion Control Insp., Lic. # 70765
Wisconsin Certified Rental Weatherization Inspector Lic., # 70765
Wisconsin Department of Regulation and Licensing Certified Home Inspector, Lic. # 1468-106
I have achieved approximately 1600 hours of classroom and field training to maintain my license and to continue to learn. I have attended training each year since 1986.

AFFILIATIONS

International Association of Electrical Inspectors — Member- pending

REFERENCES

Monte Ewing (8 Yrs)
Electrical Inspector/Consultant
PO Box 228
Oregon, WI 53573
Phone Number: 608-835-2650
Reference Type: Professional

Leroy Stublaski, Architect (8 Yrs)
Architecture Plus, LLC
Friendship, WI 53954
Phone Number: 608-347-6467
Reference Type: Professional

John Spalding (13Yrs)
Section Chief of Integrated Services
3824 Creek Side LN
Holemen, WI 54636
Phone Number: 608-789-4693
Reference Type: Professional

ADDITIONAL INFORMATION

I am hard working, reliable, and a fast learner. I maintain exceptional records, files, reports, and data. I have been informed many times that I am very technical when performing my inspections/audits. I am exceptional at performing many tasks at the same time and completing such tasks in a timely manner. I am experienced in using PC and MAC. I love the outdoors. I am a lifetime weightlifter, workout on heavy bag, run, hunt, fish, camping, hiking, love the outdoors. I have approx. 26 years experience working with the public, municipalities, State Government. My social skills are exceptional.

Eddie Harris

CURRENT ADDRESS

2921 Blue Jay Trail
Waycross, Georgia 31501

Cell: 912/288-7874

PERMANENT ADDRESS

P.O. Box 432
Waycross, Georgia 31502

PROFESSIONAL EXPERIENCE

November 2007 to
Present

HARRIS CONSULTING
Waycross, Georgia
Owner

Harris Consulting is a consulting firm works mainly with the Lead-based Paint (LBP) Program, and Third Party Inspections (Modular). The LBP programs are funded at the state level through the U.S. Department of Housing and Urban Development (HUD). Harris Consulting works on a contractual basis with several local governments and private companies to provide code compliance, project management and technical assistance related to construction management.

Duties included providing technical assistance for compliance with state and federal regulations applicable to project budgets and providing building inspections, plan review, lead-based paint (LBP) inspections, risk assessments (LBP), jobsite clearance, work write-ups (rehab and lead-based paint abatement), construction cost estimates, contract compliance to plans and specifications related to various construction projects (commercial buildings, water /sewer utilities, single/multi-family housing) .

January 1997 to
June 2007

HWC ENGINEERING
Clearwater, Florida
Construction Code Inspector (Third Party)

HWC Engineering is a leading architectural firm involved in the modular construction industry throughout the United States.

Duties included the review of plans and specifications for military, commercial and education building projects. Building inspections included structural, electrical, mechanical, and thermal envelope in addition to ADA compliance. Inspections were on-site and in-plant (online) during construction. A primary function for the inspector was to identify code/specification deficiencies and track those deficiencies until they were addressed.

March 1991 to
June 2007

HARRIS CONSULTING
Waycross, Georgia
Owner

Harris Consulting was a consulting firm which worked mainly with the Community Development Block Grant (CDBG) Program, Lead-based Paint Demonstration Program, and Third Party Inspections (Modular). These programs are funded at the state level through the U.S. Department of Housing and Urban Development (HUD). Harris Consulting worked on a contractual basis with several local governments and private companies to provide funding assistance through grant writing, grant administration, project management and technical assistance related to construction management.

Duties included providing technical assistance for compliance with state and federal regulations applicable to the contracts for the CDBG program including Davis-Bacon Act (wage determinations) and Copeland Anti-kickback Act, providing fiscal management of the project budget, providing project management including building inspections, lead-based paint (LBP) inspections, risk assessments (LBP), jobsite clearance, work write-ups (rehab and lead-based paint abatement), construction cost estimates, contract compliance to plans and specifications related to various construction projects (commercial buildings, water /sewer utilities, single/multi-family housing) .

April 1987 to
April 1991

HARRIS & MONK, Inc.
Waycross, Georgia
Vice-President / Secretary of Corporation

Harris & Monk was a consulting firm working mainly with the Community Development Block Grant (CDBG) Program funded through the U.S. Department of Housing and Urban Development (HUD).

Harris and Monk, Inc contracted with local governments to provide grant administration, project management and technical assistance.

Duties included project development and providing technical assistance for compliance with state and federal regulations applicable to the CDBG program, providing fiscal management of the project budget, providing project management including building inspections, work write-ups, cost estimates, contract compliance to plans and specifications related to housing programs.

March 1982
To
April 1987

SOUTHEAST GEORGIA AREA PLANNING AND DEVELOPMENT to COMMISSION
Waycross, Georgia
Draftsman, Community Development Specialist

Southeast Georgia APDC is a regional planning and community development organization covering eight counties in the southeast portion of Georgia.

Duties included drafting related requests from local governments involving mapping and floor plans. Responsibilities were the administration of several housing, water/sewer and paving programs throughout South Georgia.

EDUCATION

Ware County High School: Graduated June 3, 1978
Waycross Junior College: General Studies for one year
Okefenokee Technical Institute: Drafting - Graduated June 1, 1982

TECHNICAL TRAINING

Commercial Building Inspector ICC #5183154 (NCPCCI 1B)
Commercial Electrical Inspector (NCPCCI 2B)
Fire Protection - NFPA 13 & NFPA 72 (NCPCCI 3B)
Commercial Mechanical Inspector (NCPCCI 4B)
Commercial Plumbing Inspector (NCPCCI 5B)
NPDES Level 1A & 1B
Florida Standard Modular Inspector (SMI65)
Lead-based Paint (LBP) Inspector: EPA, (Georgia Certification #110172)
Risk Assessor (LBP): EPA, (Ga Certification #120172, FL-02-1 120031843, SC-02-112003 1843)
Residential Combination Inspector, ICC #5183154 (SBCCI Certification #922)
Residential Energy Inspector / Plans Examiner ICC #5183154
Louisiana Third Party Inspector (U02223)
Texas Third Party Inspector (IHI-186)

ADDITIONAL TRAINING

Housing Rehabilitation Specialist (Compliance with Federal Regulations)
CDBG Housing Acquisition and Relocation Specialist
Computer Programming (Basic Language)
Niton 309 XRF (Operation, Handling and Maintenance)
Computer (WordPerfect, Spreadsheet, AutoCad Lite, SpecRight, Niton XL Report)

HOBBIES

Basketball
Coaching youth sports
Fishing

RAHUL BAJAJ

Logical Thinker | Problem Solver | Global Leader
(765) 637-6451 | rahulbajaj.rb369@gmail.com | www.linkedin.com/in/rahulbajaj3

EDUCATION

PURDUE UNIVERSITY, West Lafayette, IN, USA — **May 2018**
B.S., Mechanical Engineering — GPA 3.46/4.00
Awards & Scholarships: Semester Honors, Dean's List, "Purdue Moves" Scholarship

SHANGHAI JIAO TONG UNIVERSITY, Shanghai, China — **Jan 2017 – May 2017**
Study Abroad, Global Engineering Programs, Concentration: Mechanical Engineering

SKILLS

Engineering Skills: Product Design (CAD, DFMEA), Manufacturing (CNC, Total Productive Maintenance, Kaizen), Structural Analysis (Modular, Manufactured & Residential structures, Foundations, Materials – Steel, Wood, Aluminum)
Codes: Structural – ASCE, AISC, AISI, IBC, IRC; Automotive – SAE J1939, ISO 11898, OBD2
Software: CAD – AutoCAD, SolidWorks, CATIA; Engineering – MATLAB, Mathcad, RISA-3D, LabVIEW, Star-CCM+
Programming Languages: Java, HTML, CSS, C++, Python

INDUSTRIAL EXPERIENCE

PYRAMID1 INC., New Paris, IN, USA, Engineering Consultant — **Jan 2019 – Present**

- Providing complete engineering design & review of customer Modular Buildings in 48 States & DC by:
  - Utilizing design programs (AutoCAD, Revit, Mathcad, RISA-3D) to create customer approval drawings
  - Interpreting International Building Codes and various state building codes as applicable
- Helping customers save 30-50% on building cost & time by switching to factory-built structures
- Delivering an innovative product predicted to reach a $130 Bn. market in USA & EU by 2030 (McKinsey & Co.)

MERCEDES-BENZ, Pune, India, Industrial Trainee, Production — **Jun 2017 – Jul 2017**

- Analyzed and upgraded Personal Protective Equipment in car body shop to reduce injury, saving ~3 min/car
- Trained workers to use Total Productive Maintenance & Kaizen techniques to optimize tool life & process time

ZF TRW COMMERCIAL STEERING, Lafayette, IN, USA, 3 rotation Engineering Co-Op

Product Engineer, R&D Advanced Products (Controls) — **Aug 2016 – Oct 2016**

- Implemented Autonomous Driving Lane Keeping Algorithm (LKA) in C++ on test vehicle's (Freightliner) CAN bus
- Checked LKA code for potential failure points per SAE J1939 industrial standard

Product Engineer, R&D New Products — **Jan 2016 – May 2016**

- Collaborated with multi-disciplinary engineers to create Design FMEA for new torque overlay steering product (ReAX) to identify, quantify & mitigate design risk in order to minimize failure risk & impact
- Developed Design Change Action Plan to reduce overall RPN (Risk Priority Number) of product by 11%

Product Engineer, R&D Current Products — **May 2015 – Aug 2015**

- Designed, machined & assembled pump samples for potential new customer in Sweden
- Determined causes of failure in warranty-returned gears & addressed common issues to reduce returns by 7%

LEADERSHIP EXPERIENCE

PROJECT MANAGER, Purdue Solutions (Technical Consulting), West Lafayette, IN, USA — **Jan 2018 – April 2018**

- Provided technical expertise to EHOB Inc. (Indianapolis, IN) by optimizing plant layout in order to maintain 20% year-on-year growth without adding more personnel or shifts
- Led team of 4 associates by delegating & evaluating work to ensure client satisfaction in a timely manner

PURDUE UNIVERSITY, West Lafayette, IN, USA, Teaching Assistant for ME263 — **Jan 2018 – May 2018**

- Taught sophomore mechanical engineering students about the Engineering Design Process and helped them design, manufacture and launch their own products

Ian T. Lehrer, PE

1507 Matt Pass ▪ Cottage Grove, WI 53527 ▪ (608)-839-3288 ▪ Ian.Lehrer@PFSTECO.com

Education:

University of Wisconsin – Platteville 2011
Bachelor of Science, Mechanical Engineering

2022 (expected)
Master of Science – Engineering

Experience:

PFS-TECO Technical Director
Cottage Grove, WI 2018-Present

Responsible for providing quality assurance services verifying compliance with City, State and Federal Code requirements, and ensuring that project deadlines are met in a timely manner. Coordinate with plans examiners to ensure all aspects of the projects are checked for accuracy and are in compliance with applicable codes and standards. Additionally, I;

- Review plans for compliance with all codes and standards for the Manufactured Structures Division.
- Determine if the plans submitted are adequate for review and are in conformance with building codes and standards.
- Conduct Florida Product Approval Validation for "Florida Product Approval Systems."
- Conduct Alternate Material Approval, "Acceptance of Alternate Materials, Designs and Methods of Construction."
- Review of quality control manuals, technical reports, and engineering calculations.
- Review and oversee plan review reports and approvals for PFS plan reviewers.
- Provide information and technical assistance to PFS plan review staff and clients.
- Develop procedures for Energy-Star requirements for clients.
- Develop procedures for National Green Building Certification program.
- Stay current on relevant code changes and technical developments related to the Division.
- Schedule and conduct Energy-Star inspections for clients when requested.
- Train PFS staff on Energy-Star requirements.
- Prepare and coordinate engineering functions with Administration and Laboratory.
- Consult with Engineers/Architects and industry representatives.
- Attend manufactured structures-related technical meetings.
- Assist DAPIA Administrator in written responses to HUD and prepare AC memoranda
- Assist in updating engineering procedures.
- Assist in developing topics of interest for PFS seminars.

Nestle Purina PetCare Senior Staff Engineer – Energy, Utilities & Facilities, Environmental
Jefferson, WI 2011-2018

- Manage plant infrastructure including building envelope, building structural components, building roofing systems
- Keep current on regulatory inspections for permit required components (i.e. – mechanical refrigeration, unfired pressure vessels, fired pressure vessels / boilers, radiation devices)
- Design and manage projects that include multiple building expansions, roofing system upgrades, structural modifications to support changes within the manufacturing plant, plant lighting and emergency backup, automatic fire suppression system changes, upgrades, and code compliance
- Develop load capacities for industrialized pallet racking, label accordingly, and perform monthly audits to ensure safe structures
- Evaluated roof bearing trusses for additional equipment weights. Determined if additional reinforcement would be needed, when it would be needed (winter/summer), and managed the structural upgrades as part of the project
- Create plans and preliminary designs for building expansions with focus on code compliance and hurdles. Work jointly with external/contracted architects for interior building design
    - Including concrete footings, steel and concrete columns, hygienic engineering design, HVAC&R, conduit sizing, routing, and wire capacities, arc flash / blast calculations for breakers, water supply and sanitary waste systems, sewage pre-treatment systems, pipe type and install specifications, egress and life safety design, fire wall location and design, automatic fire suppression system design and specification

- Design, install, and maintain explosion suppression systems (both passive and active systems)
- Designed heat recovery systems with fluid-fluid heat exchangers, piping infrastructure, chemical compatibility
- Performed preliminary structural analysis after incidents involving objects deforming structural building components
- Designed and managed projects that included mezzanines and equipment platforms for industrial processes, large industrial equipment, and large motors
- Work with local, State, and Federal representatives to design for code compliance and exceed the compliance requirements
- Perform biennial building code compliance audits. Create checklists and close audit findings through use of in-plant personnel or outside contractors
- Perform annual plant energy audit to ISO 50001 standard. Act as lead auditor for Energy audits for 5 other plants in various States.
- Maintain compliance to ISO 14001 including performing an internal audit annually for 1 of 19 other plants/facilities nationwide
- Develop and maintain small-scale and large-scale emergency plans by working with local, county, and State Emergency Management. This also includes business continuity planning; internal training, external (police/fire/ems/HAZMAT/State) trainings and seminar presentations

Hormel Foods Maintenance Engineer
Austin, MN June 2011 – November 2011

- Directly supervised 11 to 13 skilled craftsmen in a canning and meat packing environment
- Scheduled daily, weekly and monthly PM's as well as coordinated frequent emergency repairs with production, craftsman and contractors
- Locate and order repair parts as well as coordinate service contracts on high value machines where downtime is calculated to the second in loss of profit
- Small-scale engineering and projects associated with my department (Under $500k/ea)

ResNet/University Centers Network Support Lead Network Consultant
Platteville, WI August 2006- May 2011

- Resolved IT problems via the phone, Instant Messaging, E-mail and in person with both students and University employees
- Lead Network Consultant (Student Manager) – managed 11 other consultants and 4 programmers
- Ticket system design management and integration (*Titus* and *Footprints*)
    - *Titus* was our internally developed and programmed system
    - *Footprints* was an off-the-shelf system

DL Solutions Consultant
Franklin, WI 2002 – 2011

- Worked with clients on designing new networks
- Installed, tested, and certified high-speed networks in buildings
- Fully managed and installed security camera systems for multiple corporations

Awards/Certifications:

- AEE CEM, RETA I&II&CIRO, RABQSA ISO 14001 Lead Auditor,
  - ICC Certifications –
    - Building Plans Examiner
    - Mechanical Plans Examiner
    - Plumbing Plans Examiner
    - Electrical Plans Examiner
    - Combination Plans Examiner
    - Commercial Energy Plans Examiner
    - Commercial Energy Inspector
    - Commercial Electrical Inspector
    - Commercial Mechanical Inspector
    - Commercial Plumbing Inspector
    - Commercial Building Inspector
    - Commercial Combination Inspector
    - Fire Plans Examiner
    - Residential Plans Examiner
    - Residential Building Inspector
    - Building Inspector
    - Residential Mechanical Inspector
    - Mechanical Inspector
    - Residential Energy Inspector/Plans Examiner
    - Residential Plumbing Inspector
    - Residential Electrical Inspector
    - Plumbing Inspector
    - Electrical Inspector
    - Residential Combination Inspector
    - Combination Inspector
    - Accessibility Inspector/Plans Examiner
    - Master Code Professional
    - Certified Building Official
    - Electrical Code Specialist
    - Mechanical Code Specialist
    - Building Code Specialist
    - Plumbing Code Specialist
    - Fire Code Specialist
    - Fire Inspector I
    - Fire Inspector II
    - Certified Fire Marshal
  - IAPMO Certifications –
    - IAPMO UPC Residential and Commercial Plumbing Inspector
    - IAPMO UMC Residential and Commercial Mechanical Inspector
- National Residence Hall Honorary admission (2007)
- Fire Chief's Award (2021)
- Professional Engineer Licenses (Mechanical)
  - WI #45661-6
  - CO #PE.0054576
  - TX #131395
  - SC #35808
  - GA #PE043606
  - FL #85659
  - NC #047198
  - CA #39230
  - NY #100241
  - PA #089206
  - Washington DC #923154
- Wisconsin
  - Commercial Building Inspector #1461430

- Commercial Electrical Inspector #1461430
- UDC Construction Inspector #UDC-111802039
- UDC Electrical Inspector #UDC-111802037
- UDC HVAC Inspector #UDC-111802039
- UDC Plumbing Inspector #UDC-121802053
- Fire Fighter I / Haz Ops O47090 2908682
- Fire Fighter II - B47090 3009918
- Fire Inspector N46630 2817344
- Fire Driver Operator - D47090 3009931
- EMT – Basic (NREMT # E3537695)

- Ohio
  - Non-Residential Industrial Unit Inspector #6057
- Texas
  - Design Review Agency #7
    - Structural Plan Reviewer
    - Mechanical Plan Reviewer
    - Plumbing Plan Reviewer
    - Building Plan Reviewer
    - Fire Safety Plan Reviewer
- New Mexico
  - In-plant Third Party Inspector
    - General Building
    - Electric
    - Mechanical
- California
  - Manufactured Housing Program Quality Assurance Inspector
    - Certificate Number: IM1549644
- Florida
  - Standard Modular Inspector SMI (SMI 106)
  - Standard Modular Plan Reviewer (SMP 59)
- Colorado
  - Independent Third-Party Plan Reviewer

Engineering Courses Completed:

- Chemistry for Engineers (Chemistry)
- Engineering Computer Graphics (CAD, SolidWorks, AutoCAD, and hand drafting)
- Engineering Mechanics – Statics (Truss design and reactive forces)
- Mechanics of Materials (Material properties, applications of materials, and testing of materials)
- Physics I & II and Physics I & II Labs (physics)
- Engineering Mechanics – Dynamics (Forces, reactive forces, momentum, acceleration in 2D & 3D
- Engineering Materials (Alloys, testing of materials, treatment of metals, crystalline structure classifications)
- Thermodynamics (mathematical computation of heat transfer through materials)
- Applications of Electrical Engineering (Electrical theory, mathematical calculations of electrical energy, circuit boards, relays, resistors)
- Manufacturing Processes (Designing for manufacturability, efficiency calculations)
- Fluid Dynamics (Liquids and gasses in motion, calculations of their properties, testing of their properties)
- Applied Thermodynamics (Refrigeration cycles, calculations of heat through materials, model designs)
- Mechanisms and Machines (multi-bar mechanisms design, efficient use of mechanisms, labs)
- Dynamical Systems (Reynolds Number calculations, design of fluids in spaces [pipes, ditches, rivers])
- Heat Transfer (mathematical computations of heat transfer through materials, multi-material design)
- Environmental Control Design (Heating, Ventilating, Air-Conditioning and Refrigeration design)
- Mechanical Systems Design and Lab (Refrigeration system design)
- Automatic Controls (PLC control, P&ID design, PID Loop design, thermo-electrical system design)
- Thermo-Fluid Systems Design and Lab (Transfer of heat through fluids in motion)
- Engineering Continuous Improvement (Six-Sigma, Lean, TPM, methodology and projects and design)

- Finite Element Method (Computer modeling of structures with static and dynamic forces applied in very small chunks accounting for material properties and movements)
- Engineering Communications - Emphasizes methods of communication in the engineering workplace, including the development and writing of proposals, technical manuals, design reports, and business presentations. Effective teamwork communication strategies for virtual and co-located project teams will be addressed.
- Linear Algebra - This course is an online introductory course in linear algebra. This foundation course is designed to prepare a student for study in the Master of Science in Engineering program. Matrices, systems of equations, determinants, eigenvalues, eigenvectors, vector spaces, linear transformations, and diagonalization.
- Engineering Management - Introduce the student to fundamental concepts of management and management theories. Discuss timely topics and issues of business ethics including environmental, safety, and product liability. The student will gain an understanding of differences between engineering and management roles with specific application to motivating, and managing technical personnel. The student will develop an understanding and application of the specific tools of engineering management including basic forecasting, planning, scheduling and decision-making models.
- Optimization with Engineering Applications - Students will be able to solve a variety of optimization problems using optimization software or the optimization routines available in spreadsheets. Linear, non-linear, and discrete problems will be solved. Students will learn the theory of improving search methods, which are the basis for all optimization algorithms. An emphasis will be placed on the need for the modeler to examine the practicality of program results. Also, students will perform a Life Cycle Analysis, which is an optimization procedure that minimizes the impacts on the environment.
- Structural Steel Design with LRFD - The purpose of this course is to introduce students to the design of steel structures by the load and resistance factor design (LRFD) method. The newest steel specification requires a strength method (like LRFD) to be used. The allowable stress method (ASD) has been renamed the allowable strength method, and is based on many of the principles of LRFD design. A general overview of the new ASD method will be given, but the focus of the class will be on designing structures with LRFD. Students will learn to design tension and compression members, beams and beam-columns, and connections. A low-rise steel office building will be designed throughout the semester as a group design project.
- Geosynthetics Engineering - This course is designed to fully prepare a student with only an introductory course in soil mechanics to recognize, design, and analyze the geosynthetic alternatives to traditional civil engineering project features such as: subsurface drainage systems; beddings and filters for erosion control systems; erosion control systems; temporary runoff and sediment control; roadways and pavement systems; embankments on soft foundations; stability of steep slopes; retaining walls and abutments; and landfill final cover and base liner systems.

289 Dogwood Pl
Plano, TX 75075

Phone: (469) 323-0116
E-Mail: jakehopland@pfscorporation.com

Jacob Hopland

Experience

January 2005 – Current PFS Corporation Plano, TX

Q.A. Inspector

- Assist with quality assurance surveillance monitoring of HUD manufactured homes, modular & panelized housing manufacturers and component manufacturers for product conformance to federal, state and local code requirements; including Building, Electrical, Plumbing, Mechanical and Energy disciplines. Check the records and procedures of the manufacturer to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspects and/or checks calibration of all test equipment, checks data plates, observes tests being performed, inspects materials in storage and performs CCI ratings of HUD manufactured home manufacturers.

March 2001 – December 2004 Nickel Mania Carrollton, TX

Staff Manager / Food Safety Manager

- Supervised an active crew of four members.
- Maintained a safe and clean working environment in the kitchen.
- Responsible for ordering food and supplies.
- Responsible for cash drops and accounting activities.
- Provided general customer service.

Education

- North Garland High School, Garland, TX 75044
  Obtained G.E.D., May 2005

Certifications

- International Code Council Certified Residential Building Inspector – Certificate Number: 5273337-B1
- International Code Council Certified Residential Electrical Inspector – Certificate Number: 5273337-E1
- International Code Council Certified Residential Mechanical Inspector – Certificate Number: 5273337-M1
- International Code Council Certified Residential Plumbing Inspector – Certificate Number: 5273337-P1
- International Code Council Certified Residential Energy Inspector / Plans Examiner – Certificate Number: 5273337-79
- International Code Council Certified Commercial Building Inspector – Certificate Number: 5273337-B2

- International Code Council Certified Commercial Mechanical Inspector – Certificate Number: 5273337-M2
- International Code Council Certified Commercial Plumbing Inspector – Certificate Number: 5273337-P2
- International Code Council Certified Commercial Energy Inspector– Certificate Number: 5273337-77
- State of Texas Certified Residential and Commercial Inspector – Registration Number: IHI-146
- Industrialized Buildings Commission Certified Industrialized Building Inspector – Certificate Number: I-212
- Louisiana State Uniform Construction Code Council Certified Residential Inspector – Certificate Number: U00321

RESUME

Adam Holman
7604 Levy Acres Circle East
Burleson, TX 76028
Phone: 817.781.4649
E-mail: aholman@pfscorporation.com

EDUCATION & PROFESSIONAL CERTIFICATION

Mansfield High School – Graduate, 1997

WORK EXPERIENCE

2015 – Present

PFS Corporation
Quality Assurance Inspector – Conducts Quality Assurance surveillance monitoring of HUD manufactured homes, modular, panelized housing manufacturers and component manufacturers for product conformance to federal, state and local code requirements. Checks the records and procedures of the manufacturer to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspects and/or checks calibration of all test equipment, checks data plates, observes tests being performed, inspects materials in storage and performs AQL ratings of HUD manufactured home manufacturers.

2006 - 2015

Palm Harbor Homes
Assistant Production Manager Plant #15 – Managed production process in the structural/systems departments of manufactured housing/buildings facility. Communicated accurately to the Production Manager the projected product output, timelines, and evaluations of day to day operations for 4 production supervisors, 2 maintenance employees, and 120 production employees. Assisted the Quality Assurance department and maintained OSHA and company safety guidelines through supervisor training, awareness, and development.

Production Manager Plant #15 – Managed all aspects of production, scheduling and assembly of manufactured housing facility. Evaluated, established goals, and set performance and quality standards for 5 production supervisors, 2 maintenance employees, and 120 production employees on 1 assembly line producing 5 floors per day. Communicated with staff in departments and at all levels about forecasting shipments, shortages or other factors that impacted the production process. Performed supervisor safety inspections to evaluate that good maintenance and safety procedures were being enforced and that compliance with company policies and OSHA were being met.

1998 - 2006

PFS Corporation

Quality Assurance Inspector – Conducted Quality Assurance surveillance monitoring of HUD manufactured homes, modular, panelized housing manufacturers and component manufacturers for product conformance to federal, state and local code requirements. Checked the records and procedures of the manufacturer to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspected and/or checked calibration of all test equipment, checked data plates, observed tests being performed, inspected materials in storage and performed AQL ratings of HUD manufactured home manufacturers.

1997 - 1998

Union Pacific Resources Co.

Well Log Editor - Edited oil well logs on UNIX Spare20 computer programs. Used scanned images of well logs conducted by field geologists on digitizing programs to turn curve data into digital mathematical values or logarithmic grid. Wrote header directions for the computer to interpret well logs before the editing process was carried out.

ACCREDITATIONS

- ICC – Residential Combination Inspector – Certificate #5172279-R5
- ICC – Commercial Energy Inspector – Certificate #5172279-77
- ICC – Residential Energy Plans Examiner and Inspector
- ICC – Commercial Building Inspector – Certificate #5172279-B2
- ICC – Commercial Electrical Inspector – Certificate #5172279-E2
- ICC – Commercial Plumbing Inspector – Certificate #5172279-P2
- State of Texas – Industrialized and Buildings Inspector – Registration #IHI-127
- State of Oklahoma – Building Inspector – Registration #101464
- State of California – Quality Assurance Inspector – Certificate #IM1140245
- State of Ohio – Building Inspector – Certificate #P002931
- IBC – Industrialized Building Inspector – Certificate #I-171

Gideon T. Harlow

gtharlow@scrtc.com
270-590-3326
2445 Gilead-Fairview Rd.
HARDYVILLE, KY 42746

Experience

Residential Inspector

PFS TECO Madison, Wisconsin
06/2020 - Current
Performing modular home inspections at various manufacturers within the state of Kentucky.

Special Inspector

American Engineers, Inc. • Glasgow, Kentucky
01/2012 - 03/2020
Performing various construction related inspections including: special inspections, residential inspections, environmental inspections, and materials testing. In addition, I also worked as a civil engineering technician collecting and cataloging soil, rock and construction materials samples from various jobsites and performing construction lab test per ASTM and AASHTO standards. Various certifications were qualified for during this tenure, including: ICC concrete, masonry, structural steel bolting, ICC Residential Combination Inspector, Kentucky Environmental Protection Sediment Control inspector, American Concrete Institute Level I, as well as various site specific safety and security trainings. Duties ranged from residential modular home inspections, to large commercial construction job sites.

HVAC Apprentice

Lyons Service Company • Glasgow, Kentucky (KY)
05/1994 - 08/2000
Working as an apprentice to journeyman and master HVAC technicians to install, repair, and maintain HVAC systems.

Education

History

Western Kentucky University • Glasgow, Kentucky
05/2006
Graduated Magna Cum Laude with a double major in History and Social Studies, with a secondary education teachers certificate.

ICC Certified Residential Inspector

Al Rains

305 Preston Rd. Smithfield, NC 27577 | 919-464-3201 | a.p.rains@att.net

Education

HIGH SCHOOL DIPLOMA | 1971 | NORTH JOHNSTON HIGH

ASSOCIATE OF APPLIED SCIENCE | 1971-1975 | WAYNE COMMUNITY COLLEGE

- Major: Electronics Engineering
- Major: Automotive Engineering

Skills & Abilities

PROFESSIONAL LICENSES

- N.C. Electrical Contractor License #9827-L
- N.C. Plumbing Contractor License #11994
- Florida Modular Building Inspector License #SMI057 Residential and Commercial
  - Electrical
  - Plumbing
  - Mechanical
  - Building
- International Building Code Inspector License Residential and Commercial
  - Electrical
  - Plumbing
  - Mechanical
  - Building
- International Code Council
  - Commercial Electrical Inspector - #5181686-E2
  - Mechanical Inspector - #5181686 – M5
  - Plumbing Inspector - #5181686 – P5
- State of North Carolina
  - 1&2 Family Dwelling Inspector
  - Commercial Building Inspector (NC Level 1)
  - 1&2 Family Dwelling Plan Reviewer – All Trade Areas
  - Commercial Building Plan Reviewer – Building (NC Level 1)
- State of Texas
  - Third Party Inspector #IHI-83
- Industrialized Buildings Commission
  - Industrialized Building Inspector #I-79
- Florida Department of Business & Professional Regulation
  - Standard Modular Inspector #SMI-0000057

- Louisiana State Uniform Construction Code Council
  - Commercial Electrical Inspector - #U01127
  - Mechanical Inspector - #U01127
  - Plumbing Inspector - #U01127

LEADERSHIP

- N.C Supervisor for HWC and Associates Inc.
- Service Manager for Starling Homes Inc.

Experience

INSPECTOR | HILBORN, WERNER, CARTER & ASSOCIATES, INC.| 1984 - OCTOBER 7, 2016

- Inspection of architectural, structural, plumbing, mechanical, electrical systems and components of manufactured buildings. Auditing of Manufacturing Processes and quality control programs. Testing of structural assemblies, e.g., roof trusses, wall sections, etc. Interface with manufacturers and government monitoring officials. Conduct on-site alternate construction inspections of HUD Homes and investigate consumer complaints when requested by state authorities.

OWNER | RAINS AND COMPANY CONTRACTORS | 1984 – PRESENT

I have also operated a part time electrical and plumbing contracting company.

SERVICE MANAGER | STARLING HOMES, INC. | 1981-1984

- Supervise staff of three (3) in repairs and installation in areas of plumbing, electrical, set up of homes and general carpentry and appliance repairs

OWNER | A & T MOBILE HOME SUPPLY AND SERVICE | 1977 – 1981

- Service work included HVAC installation and repair, plumbing, electrical, general carpentry and appliance repairs and retail sales of parts.

SERVICE TECHNICIAN | STARLING HOMES, INC. | 1975 – 1977

- Helped setup manufactured homes and make repairs on them in areas of carpentry, HVAC, plumbing, electrical, and roofing.

References Upon Request

RESUME

NAME

Kirby R. Smith
55 East 11th Street
Bloomsburg, PA 17815
Home Phone: 570/204-2748
Email: kirbysmith22@gmail.com

EDUCATION

Lincoln Technical Institute - Associates Degree in Specialized Electronic Technology

SUMMARY OF QUALIFICATIONS

2013 – Present — PFS Corporation – Bloomsburg, PA
Regional Supervisor/Field Service Representative
Conducts quality assurance surveillance monitoring of mobile and modular manufacturers for product conformance to federal, state and local code requirements. Checks the records and procedures of manufacturers to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual.

2006 – 2013 - Deluxe Building Systems – Berwick, PA
Quality/Service Manager
Oversee assembly line Quality Control Operations
Quality Control document maintenance and distribution
Development of new procedures and quality control documents
Plan, material procurement and execution of service work orders
Provide continuous analysis of the quality/service relationship.
Project Management and Project Coordination for several projects.

1993 – 2006 - PFS Corporation – Bloomsburg, PA
Plan Review/Area Training Supervisor. Performs plan review and inspections on factory built structures and HUD manufactured homes to various Model Codes and the FMHCSS. Conducts quality assurance surveillance monitoring of mobile, modular, panelized housing manufacturers and component manufacturers for product conformance to federal, state and local code requirements. Checks the records and procedures of manufacturers to monitor conformance to individual job requirements as set forth in the accepted plant quality control manual. Inspects and/or checks calibration of all test equipment, checks data plates, observes testing being performed, inspects materials in storage, and performs PFS ratings of HUD manufactured homes.

1991 - 1993 - Self Employed - General Contracting
General contracting, design work, electrical and plumbing work.

1989 - 1991 - D.L. Savage - General Contractor
Responsible for framing, finishing, electrical, and plumbing.

ACCREDITATIONS

- IBC Industrialized Buildings Inspector #I-052
- IBC Industrialized Buildings Level 1 Plan Reviewer - #I-072
- Green Commercial Building Certified

ROBERT GORLESKI

974 Chandler Lane ♦ Sun Prairie, Wisconsin
608-239-9676 ♦ ragorleski@gmail.com

EXECUTIVE PROFILE

Motivating and strategic leader who has over 25 years of experience with PFS Corporation in positions of steadily increasing responsibility up to the executive level—Achieved this career progression by combining hands-on experience in the manufactured construction industry and a results-focused mindset consistently surpassing objectives.

- **Experienced Manager:** Adept at delivering results through the development of well-qualified teams and a unique ability to analyze problems, develop long-term solutions, and work with colleagues to implement them
- **Skilled Self-Starter:** Offering a strong work ethic and the ability to capitalize on emerging opportunities by understanding the company's objectives, forging relationships, and developing lucrative contracts
- **Detail-Oriented Professional:** Able to leverage a background as an auditor in addition to ten years in quality assurance, design, and engineering to identify systemic issues and ensure constant regulatory compliance
- **Dedicated Change Driver:** Successfully increased the Manufactured Structures Division revenue by over 16% within a three-year timespan while expertly leading more than a 49-member team of other professionals

CORE COMPETENCIES

- Organizational Leadership
- Human Capital Management
- Long-Term Oversight
- Competition Awareness
- Advanced Problem Solving
- Team Development
- Quality Assurance
- Time Management
- Relationship Management
- Policy Development
- Regulatory Compliance
- Attention to Detail

PROFESSIONAL AFFILIATIONS

- ***Society of Automotive Engineers***
  Associate Member
- ***Wisconsin Housing Alliance***
  Board of Directors Member
- ***Manufactured Housing Institute***
  Member
- ***PFS Employee Stock Ownership Plan***
  Trustee
- ***Modular Building Institute***
  Member
- ***PFS 401(k) Profit Sharing Plan***
  Committee Member

CAREER PATH

PFS Corporation
Stepped into a challenging and cross-functional position with PFS in 1999 and immediately began adding value through a unique ability to develop processes, steer operations, and provide valuable insights on vital company matters. Quickly earned multiple promotions to the VP level by demonstrating a clear track record of success. Some of these successes include: Forged open communication channels with colleagues; Developed a new computerized interface system; Ensured daily operations were facilitating the company's long-term objectives. Currently managing a large team of professionals and working to expand division revenue year-over-year.

Vice President – Manufactured Structures Division ***2017 – Present***

- Cultivate relations with clients, regulatory agencies, trade organizations, and other stakeholders
- Leverage exceptional leadership abilities to provide hands-on management to a 49-member team
- Manage plan examiners, quality auditors, staff engineers, a technical director, and label control personnel
- Steer the Manufactured Structures Division by overseeing responsibilities across four regional office locations
- Utilize a strategic mindset to contribute to the development and oversight of departmental-level initiatives
- Define actionable goals and objectives in addition to evaluating subordinates to provide constructive feedback
- Create, update, and prepare the Manufactured Structures Division $7M-budget, fiscal allocation, and forecasting
- Foster a well-qualified workforce by contributing to the hiring and development of new team members

PFS Corporation continued. . .

General Manager – Manufactured Structures Division **2011 – 2017**

- Strategically designed and implemented new policies, procedures, and guidelines that improved operations
- Worked cross functionally on the development of checklists, forms, and applications for the division
- Facilitated staff meetings and kept abreast of any changes/progress for major projects and key requirements
- Modified the schedules of plan examiners and inspection staff to ensure all projects met company objectives

Director of Plan Review & Inspection **2007 – 2011**

- Ensured that preliminary and final plan reviews/inspections of projects were completed in a timely manner
- Competently orchestrated the responsibilities of both residential and commercial plan examiners
- Supported the review and inspection staff by drafting updated code compliance procedures and guidelines
- Enabled the accurate tracking of plan review documents impacting clients by developing and effectively managing a computerized interface system

Corporate Quality Control Auditor **1999 – 2007**

- Played a key role in creating and running seminars on quality control procedures and building code topics
- Conducted seminars for clients who were located across five regional offices in North America and Europe
- Acted as a subject matter expert during quality control and inspection procedures for the company
- Executed field audits while simultaneously administering corporate policies of quality control procedure

COMPUTER EXPERTISE

Microsoft Office Suite – Adobe Acrobat – Autodesk – AutoCAD

PROFESSIONAL DEVELOPMENT

The Pennsylvania State University
BS, Mechanical Engineering

State Registration Board for Professional Engineers
Fundamentals of Engineering Certified

International Code Council Certification
Residential Combination Inspector, Commercial Building Inspector, Commercial Plumbing Inspector, Commercial Mechanical Inspector, Plumbing Plans Examiner, Texas Accessibility Standards Specialist

Lackawanna County Area Vocational Technical School
Mechanical Drafting & Design Technology

Quality Assurance Institute
Lead Auditor, International Quality Management Systems – ISO9001:2008

PFS CORPORATION

AUDITING PROCEDURES COVERING HUD MANUFACTURED HOMES (PFS 1401A)

Revised 10.14.20

Table of Contents

1. SCOPE

1.1. This publication provides PFS Corporation's audit procedures for HUD manufactured homes within the framework of the "Manufactured Home Construction and Safety Standard", and the "Manufactured Home Procedural and Enforcement Regulations. The purpose of this publication is to spell out the sequence of events and actions that must take place from the time the manufacturer starts production of HUD manufactured homes with PFS to the time the HUD label may be applied to a product, as well as the procedures to maintain labeling privileges.

2. REFERENCE DOCUMENTS

Unless specified, the latest edition of all referenced standards and documents, are to be utilized.

2.1. Part 3280, "Manufactured Home Construction and Safety Standard"

2.2. Part 3282, "Manufactured Home Procedural and Enforcement Regulations"

2.3. NFPA 70, "National Electrical Code" (2005 Edition)

2.4. IBTS, "Computer Coded Items (CCI) Guidelines"

2.5. IBTS, "Guidelines for Investigating and Reporting of Quality System Issues"

3. DEFINITIONS

3.1. **Audit** - a systematic examination of the acts and decisions by people with respect to quality, in order to independently verify or evaluate and report compliance to the operational requirements of the quality program.

3.2. **CCI** (Computer Coded Items) - means a failure to conform for which IBTS has assigned a number for electronic tracking purposes.

3.3. **DAPIA** - Design Approval Primary Inspection Agency

3.4. **Defect** - means a failure to comply with the HUD standard that renders the manufactured home or any part or component thereof not fit for ordinary use for which it was intended, but does **not** result in an unreasonable risk of injury or death to occupants of the affected manufactured home.

3.5. **Failure to conform** (FTC) - means an imminent safety hazard related to the standards, a serious defect, defect or noncompliance and is used as a substitute for all of those terms.

3.6. **IBTS** - the Institute for Building Technology and Safety. IBTS acts as HUD's agent in monitoring the performance of IPIAs and DAPIAs.

3.7. **Imminent safety hazard** - means a hazard that presents an imminent and unreasonable risk of death or severe personal injury that may or may not be related to failure to comply with an applicable Federal manufactured home construction and safety standard.

3.8. **Inspection** - an examination of a product design, product, service, process or plant, and determination of their conformity with specific requirements or, on the basis of professional judgment, general requirements.

3.9. **IPIA** - Production Inspection Primary Inspection Agency

3.10. **Isolation** - means that the failure to conform was confined to manufactured homes still at the plant, and that the PFS Quality Auditor was able to identify all manufactured homes containing the failure to conform.

3.11. **Noncompliance** - means a failure of a manufactured home to comply with the HUD standard that does not constitute a defect, serious defect, or imminent safety hazard.

3.12. **QC/No** - Plant quality system did not detect the failure to conform.

3.13. **QC/Yes** - Plant quality system did detect the failure to conform.

3.14. **Quality System** - the program, procedures, methods, responsibilities, and resources developed by the manufacturer, approved by the DAPIA, and accepted by the IPIA to commit the manufacturer to conduct adequate inspections and/or tests that are required for compliance with the Standards.

3.15. **Red Tag** - means to affix a notice to a manufactured home which has been found to contain an imminent safety hazard or a failure to conform with any applicable standard. A red tag is the notice so affixed to the manufactured home.

3.16. **Repeat Status** - when the same CCI or Quality System Issue is detected in the same department three (3) times or more based on the ten (10) most current audits, it is considered to be at repeat status.

3.17. **Serious Defect** - means a failure of a manufactured home to comply with the HUD standard that renders the manufactured home or any part thereof not fit for the ordinary use for which it was intended and which results in an unreasonable risk of injury or death to occupants of the affected manufactured home.

3.18. **SAA** – State Administrative Agency

3.19. **Quality System Issue** - refers to a failure of the plant quality control program that typically effects multiple units and is evidence that personnel are not familiar with the design and/or quality control requirements.

3.20. **Yellow Condition (Y/C)** - means a failure to conform that is not an imminent safety hazard or serious defect, and is corrected immediately or during the PFS Quality Auditor's audit.

4. PURPOSE OF IPIA AUDIT

4.1. The purpose of the IPIA in-plant audit, as stated by Section 3282.362(a)(1) of the Federal Regulation is to assure:

4.1.1. That the plant is capable of following the quality control procedures set forth in the quality manual.

4.1.2. That the plant continues to follow the quality manual.

4.1.3. That any part of the home actually inspected conforms with the design, or where the design is not specific to the standards.

4.1.4. That whenever it finds a manufactured home in production which fails to conform to the design or where the design is not specific, to the standards, the failure to conform is corrected before the manufactured home leaves the manufacturing plant.

4.1.5. That if a failure to conform to the design or where the design is not specific, to the standard, is found in one manufactured home, all other homes still in the plant which the IPIA's records or manufacturer's records indicate might not conform to the design or standards are inspected, and if necessary, brought up to the standard before they leave the plant.

5. PFS QUALITY AUDITOR KNOWLEDGE

5.1. Each PFS Quality Auditor shall have a thorough knowledge of the "Federal Manufactured Home Construction and Safety Standards."

5.2. Each PFS Quality Auditor shall have a working knowledge of the "Federal Procedural and Enforcement Regulations". Sections 3282.362, 3282.364 and 3282.416 shall be thoroughly familiar to each PFS Quality Auditor.

5.3. The PFS Quality Auditor shall have a working knowledge of the "National Electrical Code" and must be thoroughly familiar with those sections dealing particularly with manufactured homes.

5.4. The PFS Quality Auditor shall have a working knowledge of IBTS's "Computer Coded Items (CCI) Guidelines".

5.5. The PFS Quality Auditor shall have a working knowledge of IBTS's "Guidelines for investigation and Reporting of Quality System Issues (QSI)".

5.6. The PFS Quality Auditor shall have a working knowledge of HUD's "Enhanced Checklist for Quality Manuals".

5.7. The PFS Quality Auditor shall have a working knowledge of the DAPIA approved drawings and quality manual for each assigned plant.

5.8. The PFS Quality Auditor shall be able to determine if the manufacturer can carry out all inspections and tests outlined in the accepted quality manual and shall monitor accordingly.

6. AUDIT PROCEDURES

6.1. Overview

6.1.1. In order to ensure full compliance with the requirements stated above and all other requirements of PFS Corporation or Federal Manufactured Home laws, standards, rules and regulations, the following procedures have been developed. These procedures must be closely followed each and every time the PFS Quality Auditor visits a HUD manufactured home manufacturing facility.

6.2. Frequency

6.2.1. The routine audit frequency for each manufacturer shall be such that the PFS Quality Auditor can inspect every manufactured home in at least one stage of production. This shall be determined by each individual PFS Quality Auditor based on his/her audit schedule, and on each manufacturer's rate of production.

6.3. Complete Audit

6.3.1. In the course of every regular audit, the PFS Quality Auditor shall make a complete audit of every phase of production and a complete inspection of every visible part of every manufactured home which is at each stage of production (See 3282.362(c)(1). This includes all off-line stations and subassembly areas identified in the manufacturer's quality manual.

6.4. Entrance Meeting

6.4.1. At the beginning of each audit, the PFS Quality Auditor shall notify the general manager or authorized representative of the facility that he/she is in the plant. The PFS Quality Auditor shall inform the general manager or authorized representative of the facility of the purpose of the audit. For routine audits, the PFS Quality Auditor shall request access to the following documents:

6.4.1.1. Manufacturer's DAPIA approved design manual.

6.4.1.2. Manufacturer's DAPIA approved quality manual.

6.4.1.3. PFS audit reports for the previous 2-4 audits.

6.4.1.4. The most current IBTS audit.

6.4.2. The PFS Quality Auditor shall request the manufacturer to notify him/her of any additions or revisions to the DAPIA approved quality control or design manual since the previous PFS audit, identify any such revisions, and provide them to the PFS Quality Auditor. The PFS Quality Auditor shall verify if there are any unapproved floor plans and any Alternate Construction units on Line.

6.5. Audit Preparation

6.5.1. The PFS Quality Auditor shall then request the manufacturer to provide an area where he/she may review the documents listed above. The PFS Quality Auditor shall then move to the area provided and review those documents.

6.5.2. Following the review of any revisions or additions to the design or quality manual, the PFS Quality Auditor shall review past audit records.

6.5.2.1. Based on the review of the past audit records, the PFS Quality Auditor shall record the number of outstanding red tags and determine the last manufactured home serial number inspected by PFS.

6.5.2.2. The PFS Quality Auditor shall follow up on all outstanding FTCs and QSIs to determine that root causes have been determined and that all corrective actions have been accomplished. This shall be documented on PFS Form A.

6.6. Factory Audit

6.6.1. When the PFS Quality Auditor is prepared, he/she shall then move into the factory and begin his/her audit. Each station (including work areas and sub-stations) shall be audited. Each station shall be listed on the PFS Form A, whether there is a HUD manufactured home in the station or not.

Note: If the plant lay out shows one station with multiple positions/work areas, example: (Station 9 has 4 positions/work areas) all 4 positions/ work areas of 9 must be listed and accounted for on the PFS Form A.

Note: The PFS Quality Auditor should periodically alter the sequence of the audit so that it does not always begin at the same station. When the normal sequence of the audit is altered, a notation shall be made on the audit form that the sequence of the audit was altered.

Note: The PFS Quality Auditor may use an alternate inspection form (electronic or digital) other than the PFS Form A as long as the forms meet or exceed the requirements of PFS 1401A, and they are reviewed by PFS Corporate Management before use.

6.6.2. Inspection Activities

6.6.2.1. The PFS Quality Auditor shall inspect the HUD manufactured home at each station, (including off-line stations and subassembly areas) until all stations and all critical aspects of construction are verified. This shall be performed on a continuing basis. During the audit the PFS Quality Auditor shall verify the Serial Number, Model Number or Floor Plan and the approval date for each unit inspected.

6.6.2.2. The PFS Quality Auditor shall inspect every visible part of the manufactured home for conformance with the accepted design and quality manual. If the design or quality manual is not specific with respect to some aspect of the construction, the PFS Quality Auditor shall inspect those aspects of construction to the Manufactured Home Construction and Safety Standards, and the CCI Guidelines.

6.6.2.3. The Form A must include some actual observations in each station, off-line station, or subassembly area, regarding the construction of each floor/unit. A default statement such as "No Non-conformances Noted" being used as the only observation is not permitted. The exception to this requirement is that a statement such as "No Non-conformances Noted" can still be used, as long as it is in conjunction with actual observations of the construction of each floor/unit.

6.6.2.4. Once the PFS Quality Auditor has inspected a station and all failures to conform observed are recorded, the manufacturer shall be notified so that the failure to conform can be corrected.

Note: The correction shall not be recorded on PFS Form A, until the PFS Quality Auditor has observed the correction performed by the manufacturer.

6.6.3. Audit Activities

6.6.3.1. Utilizing the Reference Information for HUD Manufactured Homes (Form A-3) and PFS Forms A and A-2, the PFS Quality Auditor shall verify that the manufacturer's quality control program functions as provided for by the accepted quality manual.

6.6.3.2. The manufacturer's quality control documents required at each station shall be examined to determine if they are being used correctly.

6.6.3.3. Whenever possible the PFS Quality Auditor shall verify that the manufacturer has inspected the station, and the findings have been recorded on the applicable forms identified in the quality manual. The inspection performed by the quality control inspector shall then be compared to the inspection of the PFS Quality Auditor. If the failure to conform was detected by the quality inspector, the PFS Quality Auditor shall note "QC/Yes" near the failure to conform on PFS Form A[1]. If the quality inspector did not detect the failure to

[1] The quality inspector must find the failure to conform completely independent of the PFS Quality Auditor.

conform, the PFS Quality Auditor shall note "QC/No" near the failure to conform.

6.6.3.4. If the applicable form (traveler) has been signed and if the failure to conform has been noted and recorded as corrected, the PFS Quality Auditor shall inspect the failure to conform to verify that the correction has been made. If the failure to conform has been corrected, the PFS Quality Auditor shall note the failure to conform as "QC/Yes". If the failure to conform has not been corrected, the PFS Quality Auditor shall the failure to conform as "QC/No".

6.6.3.5. If the failure to conform has been covered up, and if the failure to conform has been recorded on the applicable form (traveler), and has been noted as corrected, the PFS Quality Auditor may, at his/her discretion,

6.6.3.5.1. require that the construction be uncovered to permit inspection of the correction of the failure to conform.[2] If the failure to conform has been corrected, the PFS Quality Auditor the failure to conform as "QC/Yes". If the failure to conform has not been corrected, the PFS Quality Auditor shall note the failure to conform as "QC/No".

6.6.3.5.2. accept the notation on the applicable form (traveler) that the failure to conform that has been corrected. The PFS Quality Auditor shall note the failure to conform as "QC/Yes".

6.6.3.6. If the failure to conform has been covered up, but has not been recorded on the applicable form (traveler), and has not been noted as corrected, the PFS Quality Auditor shall require that the construction be uncovered to permit inspection of the failure to conform. If the failure to conform has been corrected, the PFS Quality Auditor shall note the failure to conform as "QC/Yes". If the failure to conform has not been corrected, the PFS Quality Auditor shall note the failure to conform as "QC/No".

6.6.4. Most Frequently Occurring CCI Items

6.6.4.1. The most frequently occurring CCI items detected by IBTS are noted on PFS Form A-3. The PFS Quality Auditor shall give specific attention to these items during each audit.

6.7. Failures to Conform

6.7.1. All failures to conform shall be recorded in as clear and detailed a manner as possible. As many lines as are necessary shall be used to record failures to conform.

6.7.1.1. Example of inadequate report: "Improper slope to sink trap arm."

6.7.1.2. Example of adequate report: "Slope of trap arm for sink in front bath was only 1/16 inch per foot."

6.7.2. The PFS Quality Auditor shall not fail to record a failure to conform because it appears to be a minor one, or because it will be corrected at a later station. It is the responsibility of the PFS Quality Auditor to record every failure to conform observed. The PFS Quality Auditor shall not make value judgments about the relative severity of an observed failure to conform.

[2] The PFS Quality Auditor shall make every effort to return and observe the correction, before it is covered.

6.7.3. For each Failure to Conform observed, the PFS Quality Auditor shall record:

1.) the failure to conform,
2.) the reference to the DAPIA approved design manual, and where the DAPIA approved design manual is not specific, the HUD Standard, and where applicable the appropriate CCI number
3.) the location in the factory (origin) where the failure to conform was introduced on Form 146
4.) the immediate correction (repair)
5.) the source (root cause) of the failure to conform on Form A or Form 55
6.) whether the failure to conform was a QC/Yes or a QC/No
7.) whether the failure to conform was isolated,
8.) if the failure to conform was isolated, the serial number of the units used to determine that the failure to conform was isolated (See 6.14), and
9.) the issuance of a red tag, if the failure to conform resulted in the issuance of a red tag (See 6.9)
10.) Document corrective measures to prevent FTC from repeating on Form A or Form 55.

6.7.4. The PFS Quality Auditor shall relate the source of Quality System Issue to the manufacturer's Quality Manual and record it on the form A or Form 55.

Note: Since the report (PFS Form A) as written by the PFS Quality Auditor in the plant is the final report supplied to the manufacturer and will be kept on file by both the manufacturer and PFS, the report shall be easily understandable, neat and legible.

6.8. Quality System Issues

During each audit, the PFS Quality Auditor shall evaluate the plant for compliance with the Quality System Issues (QSI) listed on Form A-2. (See PFS Form A-3 for a complete list of Quality System Issues to be used by the PFS Quality Auditor and examples of compliance.)

Whenever a QSI is detected, the following steps shall be taken:

6.8.1. Cross reference the QSI to the Approved Documents

All Quality System Issues (QSI) shall be cross-referenced to the QA Manual. The section of the quality manual (page, section number, etc.) that is not being followed shall be documented. A complete description of the quality system issue and the cross-reference to the QA Manual shall be clearly documented on PFS Form A.

6.8.2. Document the Source (Root Cause)

For all Quality System Issues, the PFS Quality Auditor shall provide to the manufacturer a *"HUD Manufactured Home Response Form"*, (PFS Form 55), directing the manufacturer to determine the root cause. (See 6.17 for other application of PFS Form 55.) The PFS Quality Auditor will fill in the date, the unit serial number, the DAPIA reference if applicable, and a description of the Quality System Issue. The manufacturer will be directed to document the symptom, the underlying cause (the root cause) and the solution (the corrective action). The underlying cause (root cause) can be one (1) isolated factor, a combination of elements that perpetuate or exacerbate a problem, or a series of cause-and-effect contributions that lead to a chain reaction. The solution (corrective action) should be a long term solution that will ensure that the problem does not recur. (For more information on determining root cause, refer to PFS Supporting Document SD-060, *Determining Root Cause*.)

Note: Whenever a Form 10A, *"Unable to Isolate Notification"* is issued, a Form 55 does not need to be issued.

6.8.3. Communicate the QSI to the Manufacturer
The Quality System Issue shall be clearly communicated to the manufacturer in writing on PFS Form A and on PFS Form 55. Sufficient explanation shall be provided so that the manufacturer clearly understands the problem. The Quality System Issue shall be discussed at the exit interview. The manufacturer shall be directed to determine the symptom, the underlying cause (the root cause) and the solution (the corrective action). The corrective action should provide long term relief from the symptoms and ensure that the problem does not recur.

6.8.4. Follow up to Determine that the Corrective Action is Effective
When the long term solution has been determined, the manufacturer shall complete PFS Form 55 and return it to the PFS Quality Auditor. The PFS Quality Auditor shall review the underlying cause (root cause) and the long term solution (corrective action) that will ensure that the problem does not recur. The PFS Quality Auditor should not accept the underlying cause (root cause) and the long term solution (corrective action) unless he/she is confident that corrective action will ensure that the problem does not recur. After the PFS Quality Auditor has accepted the manufacturer's response, the completed, signed PFS Form 55 shall be attached to the PFS Form A completed that day and filed at the manufacturing plant. A copy of the completed, signed PFS Form 55 shall also be submitted to PFS Headquarters with the PFS Form A completed that day.

The PFS Quality Auditor shall follow up on the manufacturer's corrective action to verify that the long term action has been effective. This shall be documented on PFS Form A.

6.9. Conditions for a Red Tag
There are four (4) conditions under which red tags are utilized:

1. **Labeled Manufactured Home with Failure to Conform – at Plant**
Whenever PFS determines that a manufactured home which has been labeled, but which has not yet been released by the manufacturer, may not conform to the design or, where the design is not specific with respect to an aspect of the standards, PFS by itself or through an agent shall red tag the manufactured home (see 3282.362(c)(2)(G).

If any failures to conform are detected by IBTS during their audit on HUD labeled manufactured home(s), the PFS Quality Auditor shall note this on PFS Form A as and red tag the manufactured home(s) until brought into compliance.

2. **Labeled Manufactured Home with a Failure to Conform-at Dealer/Distributor**
Where PFS determines that a manufactured home which has been labeled and released by the manufacturer, but not yet sold to a purchaser (as described in 3282.252(b)) may not conform, PFS may, in its discretion, proceed to red tag the manufactured home (see 3282.362(c)(2)(G).

3. **No Approved Floor Plan or Prints**
If the PFS Quality Auditor encounters a manufactured home in the production line for which the manufacturer can supply no approved prints, the PFS Quality Auditor shall red tag the manufactured home. For multiple box manufactured homes, one red tag is acceptable. At such time as the manufacturer can provide the necessary approved prints, the PFS Quality Auditor shall then remove the red tag and inspect the

manufactured home in question. At the time the PFS Quality Auditor initially encounters the manufactured home for which no approved prints are available; he/she shall inform the general manager or their authorized representative that he/she shall inspect the manufactured home in question to the prints that are available. The PFS Quality Auditor shall further inform the manufacturer's representative that when approved prints become available for the manufactured home in question, if critical aspects of the construction of the manufactured home are covered it shall be necessary for the manufacturer to uncover those critical aspects of the construction so the PFS Quality Auditor may examine them if he/she has not inspected those areas of construction.

This procedure is also applicable when the PFS Quality Auditor is advised that a design is in error. (See 6.19, "Error in Current DAPIA Approved Design.")

4. **Y/C not Corrected before PFS Quality Auditor Leaves Plant**
Whenever any failure to conform that was originally designated as a Y/C is not corrected by the time the PFS Quality Auditor is ready to conclude his/her audit, the Y/C shall be changed to a red tag.

6.10. Red Tag Procedure

6.10.1. The PFS Quality Auditor shall record on PFS Form A "Quality Control Inspection Report," every failure to conform (Yellow Condition (Y/C) or Red Tag (R/T)) observed. Each Y/C or R/T shall have a reference to the accepted documents. If the documents are not specific, reference to the Manufactured Home Construction and Safety Standards is acceptable. After each Y/C or R/T the PFS Quality Auditor shall record the failure to conform and how it was corrected. If it is not corrected, the red tag shall be outstanding and shall be followed up on the next audit. Each floor shall have its own red tag which can have one or more failures to conform. In addition, all red tags shall be logged in the upper right hand corner of PFS Form A "Red Tag Disposition" and the serial number of all red tags shall be indicated on the Form A or with a red tag log. When a red tag is issued, the upper portion shall be placed on or in the manufactured home where it is visible by the manufacturer and the bottom portion stapled to the Form A.

6.11. Red Tag Removal

6.11.1. When the red tag is cleared, the corrective action shall be noted on the back of the bottom portion of the red tag and on PFS Form A. The entire red tag shall then be stapled to the original Form A when the red tag was issued. This becomes a permanent part of the manufacturer's files. The corrective action for the red tag shall be noted on PFS Form A so that PFS has a permanent record of the corrective action taken for removal of the red tag.

6.11.2. When the failures to conform have been corrected, the red tag may be removed in accordance with Section 3282.362(c)(2)(G) which states: "Only the IPIA is authorized to remove red tags, though it may do so through agents which it deems qualified to determine that the failure to conform has been corrected. Red tags may be removed when the IPIA is satisfied through inspections, assurance from the manufacturer, or otherwise, that the affected homes conform." (Red tags shall be removed by the PFS Quality Auditor or his agent. All agents shall be accepted by the PFS IPIA Administrator.)

6.12. Correcting Failures to Conform

6.12.1. If the PFS Quality Auditor finds that a failure to conform exists in a manufactured home in production, per 3282.204(e), the manufacturer shall:

- correct the failure to conform in any manufactured homes still in the factory and held by distributors or dealers, and
- carry out remedial actions under 3282.404 and 3282.405 with respect to any other manufactured homes which may contain the same failure to conform.

6.13. Isolating Failures to Conform

6.13.1. Per 3282.362(a)(1)(iv), the IPIA (PFS Quality Auditor) shall assure that whenever it finds a manufactured home in production which "fails to conform", the "failure to conform" (FTC) is corrected before the manufactured home leaves the manufacturing plant.

6.13.2. Per 3282.362(a)(1)(v), the IPIA (PFS Quality Auditor) shall assure that if a "failure to conform"(FTC) is found in one manufactured home, all other homes still in the plant which the IPIA's records or the records of the manufacturer indicate might not conform, are inspected and, if necessary, brought up to the standards before they leave the plant.

6.13.3. When a failure to conform is observed on one manufactured home, the PFS Quality Auditor shall attempt to determine if the source of the failure to conform is such that the failure to conform would probably have been systematically introduced into more than one manufactured home during the course of production. Per 3282.404(a), examples that warrant checking additional manufactured homes include but are not limited to:

6.13.3.1. Complaints that can be traced to the same cause,

6.13.3.2. Defects known to exist in supplies of components or parts,

6.13.3.3. Information related to the performance of a particular employee, and

6.13.3.4. Information indicating a failure to follow the QC procedures with respect to a particular aspect of the manufactured home.

6.13.4. If the PFS Quality Auditor concludes that the failure to conform may have been introduced into more than one manufactured home, the PFS Quality Auditor shall take action to:

6.13.4.1. stop the failure to conform from continuing to be introduced into production,

6.13.4.2. attempt to isolate the failure to conform by checking additional manufactured homes forward and backward in the production line.

6.14. Isolation Procedure

6.14.1. Overview

6.14.1.1. The PFS Quality Auditor shall determine where the failure to conform was introduced into production. The PFS Quality Auditor shall then stop the failure to conform from continuing to be introduced into production and correct all affected units.

6.14.1.2. The PFS Quality Auditor shall inspect all manufactured homes between where the failure to conform was originally observed and the point in production where the failure to conform was may have been introduced,

to determine if the failure to conform exists in these manufactured homes. The PFS Quality Auditor shall record the serial number of all manufactured homes inspected, and shall note whether the failure to conform was found.

6.14.1.3. The PFS Quality Auditor shall inspect manufactured homes at the plant forward and (backwards if applicable) in the production line, in order to isolate the failure to conform. The PFS Quality Auditor shall record the serial number of all manufactured homes inspected, and shall note whether the failure to conform was found.

6.14.2. Failure to Conform Introduced into Consecutive Units (Floors)

6.14.2.1. If the failure to conform has been introduced into consecutive floors, then from the point where the failure to conform was first observed, the PFS Quality Auditor shall continue forward and (backwards if applicable) in the production line as far as necessary to determine if the failure to conform exists in additional manufactured homes. If after inspecting the other manufactured homes in the production line, the PFS Quality Auditor finds the failure to conform does not exist, the PFS Quality Auditor can conclude that the failure to conform has been isolated.

6.14.2.2. If the PFS Quality Auditor finds the failure to conform still exists, the PFS Quality Auditor shall continue forward from the last work position where the failure to conform was observed to determine if the failure to conform continues to exist. This process shall continue to be followed until the PFS Quality Auditor finds the failure to conform no longer exists or concludes that the failure to conform cannot be isolated.

6.14.2.3. If the process of isolating the failure to conform requires the PFS Quality Auditor to inspect manufactured homes that have exited the production facility, the PFS Quality Auditor shall inspect manufactured homes in sequential order of production. If that is not possible, because certain manufactured homes have been shipped, the PFS Quality Auditor shall note on the inspection report "unable to isolate" and, per 3282.204(e), shall notify the manufacturer to (1) correct all affected manufactured homes still in the factory and/or held by distributors or dealers, and (2) carry out remedial action per 3282.404 and 3282.405 with respect to any other manufactured homes which may contain the same failure to conform. (Refer to Section 9, "Failure to Conform not Isolated at Plant.")

6.14.2.4. If the PFS Quality Auditor cannot conclude that the failure to conform has been isolated, the PFS Quality Auditor shall note on the inspection report "unable to isolate," issue PFS Form 10A and, per 3282.204(e), shall notify the manufacturer to (1) correct all affected manufactured homes still in the factory and/or held by distributors or dealers, and (2) carry out remedial action per 3282.404 and 3282.405 with respect to any other manufactured homes which may contain the same failure to conform. (Refer to Section 9, "Failure to Conform not Isolated at Plant.")

6.14.3. Failure to Conform Not Introduced into Consecutive Units (Floors)

6.14.3.1. It is critical to differentiate failures to conform that have likely been introduced into consecutive manufactured homes versus failures to conform that have likely been introduced only into specific manufactured homes (i.e. model specific, specific model groups, specific features, doublewides only, singlewides only, etc.). If the PFS Quality Auditor

determines that the failure to conform likely has been introduced only into specific manufactured homes, the PFS Quality Auditor shall attempt to isolate the failure to conform. In this situation, if there is only one manufactured home forward in the production line with the specific feature, the PFS Quality Auditor will not be able to conclude that the failure to conform has been isolated, without identifying other evidence. (See 6.13.4). Only with additional evidence can the PFS Quality Auditor conclude that the failure to conform has been isolated.

6.14.3.2. If there are no manufactured homes forward in the production line with the specific feature, the PFS Quality Auditor shall note on the inspection report "unable to isolate" and utilizing PFS Form 10A, shall notify the manufacturer per 3282.204(e), to (1) correct all affected manufactured homes still in the factory and/or held by distributors or dealers, and (2) carry out remedial action per 3282.404 and 3282.405 with respect to any other manufactured homes which may contain the same failure to conform. (Refer to Section 9, "Failure to Conform not Isolated at Plant.").

6.14.4. Failure to Conform May Be Covered Up

6.14.4.1. In attempting to isolate a failure to conform, if there may be manufactured homes further ahead in the production line where the failure to conform is covered up, the PFS Quality Auditor shall advise the manufacturer. If the manufacturer uncovers the portion of the manufactured home(s) where the suspected failure to conform is located, the PFS Quality Auditor shall monitor and observe whether the failure to conform exists or not. If the manufacturer does not open up the suspected manufactured home(s), the PFS Quality Auditor shall note on the inspection report "unable to isolate" and per 3282.204(e), shall notify the manufacturer to (1) correct all affected manufactured homes still in the factory and/or held by distributors or dealers, and (2) carry out remedial action per 3282.404 and 3282.405 with respect to any other manufactured homes which may contain the same failure to conform. (See Section 9, "Failure to Conform not Isolated at Plant.").

Exception: If the manufacturer's quality inspector can conclusively demonstrate through quality control documents, or other documents or other methods, that the failure to conform does not exist, the PFS Quality Auditor can conclude that the failure to conform has been isolated.

6.15. Failure to Conform in a Labeled Manufactured Home

6.15.1. Per 3282.362(c)(2)(i)(G), whenever the PFS Quality Auditor determines that a manufactured home which has been labeled, but which has not yet been released by the manufacturer, may not conform, the PFS Quality Auditor shall red tag the manufactured home. Where the PFS Quality Auditor determines that a manufactured home which has been labeled and has been released by the manufacturer, but not yet sold to a purchaser, may not conform, the PFS Quality Auditor can red tag the manufactured home. The PFS Quality Auditor should advise the dealer that per 3282.414(a), a dealer may not sell a manufactured home that contains a failure to conform or an imminent safety hazard.

6.16. Unable to Isolate Failure to Conform

6.16.1. During the course of the PFS Quality Auditor's audit or during an IBTS audit, if any failure to conform cannot be isolated, the PFS Quality Auditor shall record on the PFS Form A that the failure to conform could not be isolated. Utilizing PFS Form 10A,

Unable to Isolate Notification, the PFS Quality Auditor shall immediately notify the manufacturer (and at the exit interview) that the failure to conform could not be isolated. Per 3282.204(e), "If during the course of production, an IPIA finds that a failure to conform to a standard exists in a manufactured home in production,

6.16.1.1. the manufacturer shall correct the failure to conform in any manufactured home still in the factory and held by dealers or distributors and

6.16.1.2. shall carry out remedial action under 3282.404 and 3282.405 with respect to any other homes which may contain the same failure to conform." (Refer to Section 9, "Failure to Conform not Isolated at Plant.")

6.17. CCI at Repeat Status

6.17.1. Whenever a CCI reaches repeat status (see definition), the PFS Quality Auditor shall provide to the manufacturer a *HUD Manufactured Home Response Form*, (PFS Form 55), directing the manufacturer to determine the underlying cause (root cause). (See 6.8.1 for other application of PFS Form 55.) The PFS Quality Auditor shall fill in the date, the unit serial number, the DAPIA reference if applicable, and a description of the CCI. Sufficient explanation shall be provided so that the manufacturer clearly understands the problem. The CCI shall be discussed at the exit interview. The manufacturer shall be directed to document the symptom, the underlying cause (the root cause) and the solution (the corrective action). The solution (corrective action) should be a long term solution that will ensure that the problem does not recur.

When the long term solution has been determined, the manufacturer shall complete PFS Form 55 and return it to the PFS Quality Auditor. The PFS Quality Auditor shall review the underlying cause (root cause) and the long term solution (corrective action) that will ensure that the problem does not recur. The completed, signed PFS Form 55 shall be filed with PFS audit/inspection forms at the manufacturing plant and a copy of the completed form sent to PFS headquarters with the Form A's. The PFS Quality Auditor shall follow up on the manufacturer's corrective action to verify that the long term action has been effective. This shall be documented on PFS Form A.

6.18. CCI at Repeat Status and Continues to Repeat

6.18.1. Whenever a CCI reaches repeat status and then continues to repeat (four (4) or more times in the ten (10) most current audits), the department shall be placed on Increased Audit Frequency (See Increased Audit Frequency, Section 8).

6.19. IPIA Request for Additional DAPIA Information

6.19.1. Whenever the PFS Quality Auditor has a question regarding the DAPIA package or requires an interpretation, that question/interpretation request can be submitted to the DAPIA on PFS Form 238, "IPIA Request for Additional DAPIA Information". Specific instances to use Form 238 include when the DAPIA package appears to contain conflicting information, or appears to be missing required information on an approved design.

6.20. Error in Current DAPIA Approved Design

6.20.1. Whenever the PFS IPIA Headquarters receives information from the PFS DAPIA (or other DAPIA) that a current floor plan or design detail is in error, that information shall be forwarded to the applicable plant PFS Quality Auditor and Area Training Supervisor.

6.20.2. The PFS Quality Auditor and Area Training Supervisor shall follow up to verify that the error does not continue to be introduced into future production. If it is not clear what the correct design should be, any affected home shall be red tagged, until approved DAPIA design information is provided.

6.21. Production Line Tests

6.21.1. The PFS Quality Auditor shall try to witness each test that is performed while he/she is in the plant and verify compliance to the accepted documents. The PFS Quality Auditor shall notify the manufacturer's quality inspector to alert him/her when a test is about to be performed. The PFS Quality Auditor will then proceed to the area where the test will be conducted. The PFS Quality Auditor shall document that each test is conducted per the manufacturer's DAPIA approved quality manual. The PFS Quality Auditor shall note each test that was observed on PFS Form A.

6.22. Unlabeled Yard Manufactured Homes

6.22.1. As part of each audit, the PFS Quality Auditor shall check the status of unlabeled manufactured homes in storage on the manufacturer's property at the time of the audit. If there are no unlabeled units in storage on the manufacturer's property, the PFS Quality Auditor shall check Yes/No on PFS Form A-2 statement "No unlabeled units in yard".

6.22.2. If the manufacturer's documented and DAPIA-approved quality control system provides for a daily status report of all unlabeled manufactured homes and all unlabeled, red-tagged manufactured homes, then a minimum of one (1) unlabeled manufactured home shall be inspected to verify that the manufacturer's daily status report is complete and accurate. The serial number(s) of the manufactured home(s) inspected shall be recorded on the Form A.

6.22.3. If the manufacturer's documented and DAPIA-approved quality control system does not provide for a daily status report of all unlabeled and all unlabeled, red-tagged manufactured homes, then all such manufactured homes shall be inspected during each production line audit and the serial numbers noted on the Form A.

6.22.4. In order to audit the manufacturer's quality control system the PFS Quality Auditor shall randomly select an unlabeled manufactured home in storage and check to see if the quality control inspector has inspected the manufactured home and made note of the failures to conform or shortage items that exist. The PFS Quality Auditor shall then inspect the manufactured home and verify that the quality control inspector did or did not find all failures to conform or shortage items that existed in the manufactured home.

6.22.5. If the PFS Quality Auditor finds failures to conform that were not noted by the quality control inspector, this may be an indication the quality control system is not functioning properly. The PFS Quality Auditor shall then increase the number of audits (See Section 8-Increased Frequency of Audits) on unlabeled manufactured homes to the extent needed to ensure compliance with the accepted documents, before the manufactured homes are labeled. It is the responsibility of the PFS Quality Auditor to increase the frequency of audit on unlabeled manufactured homes in storage until such time the PFS Quality Auditor is satisfied that the manufacturer's quality control system is functioning in such a manner that all unlabeled manufactured homes in storage are in compliance with the accepted documents before labeling.

Note: These manufactured homes are typically in an unlabeled status due to shortages of materials, lack of design approvals, failures to conform and/or rework, etc. The intent of inspecting these manufactured homes is to confirm that the

manufacturer's quality control procedures are being followed and verify all items are documented properly.

6.23. Label Control

6.23.1. Per 3282.362(c)(2)(i), if the PFS Quality Auditor and PFS Corporation are not satisfied that the manufacturer can and is producing manufactured homes which conform to the design and standards, then labels shall not be issued to that manufacturer. Where necessary, the PFS Quality Auditor shall reclaim labels already given to the manufacturer. In no event shall the PFS Quality Auditor allow a label to be affixed to a manufactured home if the PFS Quality Auditor believes that the manufactured home fails to conform to the design and standard. Labels for such homes shall be provided only after the failure to conform has been remedied.

6.23.2. The label shall be permanently attached to the manufactured home by means of 4 blind rivets, drive screws, or other means that render it difficult to remove without defacing it. The label shall be located at the tail-light end of each transportable section of the manufactured home approximately one foot up from the floor and one foot in from the road side, or as near that location on a permanent part of the exterior of the manufactured home as practicable. The roadside is the right side of the manufactured home when one views the manufactured home from the tow bar end of the manufactured home. The label shall be applied to the manufactured home in the manufacturing plant.

6.23.3. For manufacturers with a very low production rate or if PFS is on-call for unit inspections, then PFS shall retain all labels.

6.24. Audit Conclusion

At the conclusion of the audit, the PFS Quality Auditor shall finish PFS Form A and PFS Form A-2, determine a PFS Rating, update the CCI Status Report Form (PFS Form 146), determine the audit frequency, and offer an exit meeting to the manufacturer.

6.24.1. PFS Rating

6.24.1.1. The PFS Quality Auditor shall determine a PFS Rating. When determining the PFS Rating, the PFS Quality Auditor shall count only failures to conform recorded as "QC/No's". "QC/Yes" findings shall not be counted in determining the PFS Rating. If the same failure to conform is detected more than once during an audit, it shall count as only one failure to conform (CCI), when determining the repeat status and total CCIs in determining the PFS Rating. Failures to conform that do not have a corresponding CCI number shall be coded "99.1" and shall also be recorded on PFS Form 146, CCI Status Report, in the affected department.

6.24.1.2. If the PFS Rating is greater than 2 Quality System Issues, 7 CCIs, or 2 Quality System Issues or CCIs at repeat status (greater than 2/7/2), the PFS Quality Auditor shall call the PFS IPIA Administrator or his designee to discuss the PFS ratings and determine the need to increase audit frequency (See Section 8 - Increased Audit Frequency).

6.24.2. CCI Status Report

6.24.2.1. The PFS Quality Auditor shall update the CCI Status Report (Form 146).

6.24.3. Audit Frequency

6.24.3.1. The PFS Quality Auditor shall determine if the next audit should be routine, or if an increased audit frequency should be considered (See Increased

Audit Frequency).

6.25. Exit Meeting

When the PFS Quality Auditor has completed the audit forms (PFS Form A, Form A-2), determined a PFS Rating, updated the CCI Status Report Form (PFS Form 146), and determined the audit frequency, he/she shall offer the general manager or their authorized representative the opportunity to participate in an exit meeting. During the exit meeting, the PFS Quality Auditor shall review with the general manager or their authorized representative, the following items:

6.26.1 PFS Rating
6.26.2 Current audit status (Normal, Increased-Same Day, Increased-Separate Day, Increased and Retain Labels)
6.26.3 Conditions that would warrant increasing audit frequency (Refer to Section 8 – Contact Area Training Supervisor)
6.26.4 Quality System Issues observed during audit (Discuss Root Causes)
6.26.5 Failure(s) to Conform observed during audit (Discuss Root Causes)
6.26.6 CCIs and/or QSIs at repeat status (specify)
6.26.7 CCIs and/or QSIs that will reach repeat status, if detected at next audit (Specify)
6.26.8 CCIs, FTCs or QSIs that the PFS Quality Auditor was unable to isolate (Form 10A)
6.26.9 Red Tag Disposition (List)
6.26.10 Any DAPIA issues (Complete PFS Form 238)
6.26.11 Monthly Audit Items from PFS Form 316
6.26.12 Other (Specify)

7. MONTHLY AUDIT/INSPECTION

At least monthly, the PFS Quality Auditor shall evaluate the plant for compliance with the items listed on PFS Form 316, *IPIA Monthly Plant Report*.

7.1. Test Equipment

The manufacturer's test equipment as listed in their QA Manual shall be inspected for any visible damage, suitability for use and current calibration.

Note: While the manufacturer's test equipment must be inspected minimum monthly, the witnessing or verification of production line tests is not a monthly requirement. However, when the witnessing or verification of production line tests takes place, it shall be documented.

7.2. Material Receiving and Storage

The PFS Quality Auditor shall confirm that receivers are trained and are receiving materials per the procedures specified in the manufacturer's quality manual. The PFS Quality Auditor shall confirm that materials and products used in the construction of HUD manufactured homes are adequately stored and protected, until utilized in the construction of a HUD manufactured home. Examples of storage conditions that shall be considered include: general protection from weather elements, including temperature (cold/heat), rain/snow/water/humidity, UV, and general storage damage (stacking, handling, etc.). The PFS Quality Auditor shall verify all equipment and tools used to verify material acceptance is functional and calibrated if applicable and note on PFS Form 316. (Moisture Meters, Micrometers and etc.)

7.3. Data Plates

The PFS Quality Auditor shall audit data plates for accuracy. The data plates Date of Manufacture (DOM) shall agree with the HUD 302 report DOM. The data plate appliance model numbers shall agree with actual model numbers. The data plate HUD label number shall agree with the actual HUD label number, which shall agree with the HUD 302 report.

7.4. Notifications & Corrections

The PFS Quality Auditor shall request to see any HUD/SAA approved notification plans or Final Determination orders. If any approved notification plans or Final Determination orders exist, the PFS Quality Auditor shall audit and record (on PFS Form 316) the progress regarding notification letters being sent to owners of the class of potentially affected manufactured homes, and if corrections are required, the progress of correcting the affected manufactured homes.

7.4.1 To audit the progress made in sending out notification letters, determine the number of letters that need to be sent (size of the class); then determine the number of letters that have been actually sent out. The PFS Quality Auditor shall monitor this activity, until it can be documented that all notification letters have been sent out. Evidence that notification has been completed is via a copy of the notification letter in the home file.

7.4.2 To audit the progress made in completing corrections, determine the number of homes in the class; subtract the number of homes inspected by the manufacturer and determined to be in compliance without further correction; subtract the number of homes inspected by the manufacturer and corrected; and subtract the number of homes where the manufacturer's records indicate that the homeowner refused to allow the repair, leaving those homes that still need to be inspected.

7.5. AC Activity

If the manufacturer has any Alternative Construction (AC) approvals, the PFS Quality Auditor shall audit the manufacturer's records to determine if there are any AC homes that have not yet had the on-site inspection-completed.

7.6. Plan of Corrective Action (POCA)

If the manufacturer is currently operating under a Plan of Corrective Action (POCA), at least monthly, the PFS Quality Auditor shall audit all portions of the POCA to verify their continued adherence and effectiveness.

7.7. Labeled Manufactured Homes in Storage

7.7.1. The PFS Quality Auditor shall check the status of labeled manufactured homes in storage on the manufacturer's property at least once a month. If the PFS Quality Auditor discovers a failure to conform on a labeled manufactured home, he/she shall red tag the manufactured home and indicate on PFS Form A the following information:

7.7.1.1. Red tag serial number
7.7.1.2. Serial and HUD label number
7.7.1.3. Date of audit and name of the PFS Quality Auditor
7.7.1.4. The nature of the failure to conform(s), including applicable code reference and when applicable, the CCI reference

7.7.2. During the exit interview the PFS Quality Auditor shall inform the general manager or their authorized representative as to which labeled manufactured home(s) were found not to be in conformance.

7.8. Audit of Frame Shops

7.8.1. When the manufacturing plant has a Frame shop on the plant's property but is in a separate building, all frames in production in the frame shop shall be inspected during each regular inspection as an offline station.

If the manufacturing plant is receiving frames from a plant that is owned by the same company or an independent owned chassis shop, the manufacturer must have an inspection procedure and process for inspecting the frames for compliance approved in their QC manual. The manufacturer must also have an approved inspection checklist of all applicable items that are to be inspected on each frame.

Also, an inspection and documentation on a checklist of the inspection must be done for each frame before it enters production.

7.8.2 For each Frame shop that is owned by the Manufacturer and is not located on the plant's manufacturing property, the frame shop shall have an approved inspection process. The frame shop shall also have an approved inspection checklist to be filled out for each frame built. The checklist shall identify which plant the frame is being built for. These frame shops are to be audited by PFS a minimum of once per quarter.

7.9. Monthly Reports

At the end of each month, for each manufacturer, the PFS Quality Auditor shall complete and forward the *Monthly Plant Condition Report* (Form 316) and the *CCI Status Report Form* (Form 146) to the PFS QC Department. A copy both forms shall also be left with the manufacturer's records (Form As) for auditing by IBTS.

7.10. IPIA Monthly Service Determination Records Review

Minimum once a month the PFS Quality Auditor will review the manufacturer's service records for determinations on all complaints per 3282.366.

During this review the PFS Quality Auditor will review the determinations and basis for determinations from a minimum of 5 complaints and record the results on PFS Form 325. The 5 complaints should be from more than one (1) home file.

During this review the PFS Quality Auditor will review the Manufacturer's records to assure the manufacturer is making determinations for every complaint from any source: (Consumer complaint, Dealer complaint, S.A.A. complaint, IBTS audit, IPIA Form 10A, supplier recall, from the manufacturer themselves or any other source) and whether the determination is reasonable and made within 30 days of receiving the complaint. Also, the PFS Quality Auditor is to verify that the manufacturer is providing a basis for the determinations. During the review the PFS Quality Auditor shall record the name of the person responsible for making the determinations. The determinations shall be classified by the manufacturer as one of the following: (Noncompliance, Defect, Serious Defect, Imminent Safety Hazard or No Further Action). See definitions below.

Imminent Safety Hazard - means a hazard that presents an imminent and unreasonable risk of injury or death or severe personal injury that may or may not be related to failure to comply with an applicable Federal manufactured home construction and safety standard.

Serious Defect - means any failure to comply with an applicable Federal manufactured home construction and safety standard that renders the manufactured home or any part thereof not fit for the ordinary use for which it was intended, but does not results in an unreasonable risk of injury or death to occupants of the affected manufactured home.

Defect - means a failure to comply with an applicable Federal manufactured home construction and safety standard that renders the manufactured home or any part thereof not fit for the ordinary use for which it was intended, but does not result in an unreasonable risk of injury or death to occupants of the affected manufactured home.

Noncompliance - means a failure of a manufactured home to comply with a Federal Manufactured Home Construction and Safety Standard that does not constitute a defect, serious defect or imminent safety hazard.

No Further Action – means not a nonconformance, not an imminent safety hazard, not a standards related issue, or not the responsibility of the manufacturer.

The PFS Quality Auditor is also to review the records to assure the manufacturer is making a final determination including if a class homes may be affected within 20 days of the initial determination. The PFS Quality Auditor must concur with the method used to determine the class of potential affected manufactured homes is adequate or inadequate. The PFS Quality Auditor will explain in the comments section of PFS Form 325 any discrepancies noted and all items checked no during the records review. The PFS Quality Auditor may use additional pages if needed.

The PFS Auditor will verify and document on PFS Form 325 if the manufacturer record keeping is in accordance with 3282.417.

The PFS Form 325 will be signed by the PFS Quality Auditor and the Manufacturer's Representative and a copy left at the plant for future review.

8.0. INCREASED AUDIT FREQUENCY

8.1 Overview

Per 3282.362(c)(1), when manufactured homes repeatedly fail to conform in the same assembly station or when there is evidence that the manufacturer is ignoring or not performing under its approved quality manual, the IPIA (PFS Corporation) shall increase frequency of these inspections until it is satisfied that the manufacturer is performing to its approved quality manual. Failure to perform justifies withholding labels until an adequate level of performance is attained.

8.1.1 Conditions that warrant increasing audit frequency and the corresponding action to be taken by PFS are contained in the table titled "Increased Audit Frequency"

8.1.2 Increased audits are performed by the assigned PFS Quality Auditor. Increased audits shall be performed at stations or departments where the problems have been identified, rather than randomly made throughout the plant. A letter is sent by PFS Headquarters with a copy to HUD and IBTS, advising the manufacturer of the problem areas and of the increased audit decision.

8.1.3 When conducting an increased audit, the PFS Quality Auditor shall note on the top of the first page of PFS Form A, the reason for the increased audit as well as the department(s), CCIs, QSIs, etc. being audited.

8.1.4 **PFS Rating Adjustment**

8.1.4.1 The PFS Rating under which Increased Audit Frequency can occur shall consider the number of floors inspected and be adjusted per the following:

8.1.4.1.1 2/7/2 - Up to 25 floors
8.1.4.1.2 2/10/2 - 26 to 37 floors
8.1.4.1.3 2/13/2 - 38 to 50 floors

8.1.4.2 The PFS Rating under which Increased Audit Frequency and Lift Labels can occur shall consider the number of floors inspected and be adjusted per the following:

8.1.4.2.1 3/8/3 – Up to 25 floors
8.1.4.2.2 3/11/3 - 26 to 37 floors
8.1.4.2.3 3/14/3 - 38 to 50 floors

8.2 Returning to Normal Audit Frequency

8.2.1 When the condition that warranted increasing audit frequency is corrected per the table titled "Increased Audit Frequency", the PFS Quality Auditor shall make a recommendation to the PFS Headquarters concerning returning to normal audit frequency. The manufacturer shall be notified in writing that the plant has been returned to normal audit frequency.

8.3 Need for a Plant Evaluation

8.3.1 If plant conditions are not improving and completely back to normal audit frequency after three (3) audits or one (1) week (whichever is greater), or if any IBTS audit and/or PFS Rating exceeds the parameters set forth in Section 8.1.5 (see PFS Rating Adjustment), the PFS IPIA Administrator or his designee may require a plant evaluation (see Plant Evaluation).

Increased Audit Frequency[3]		
Conditions that Warrant Increasing Audit Frequency	**PFS Action**	**Criteria to Return to Normal Audit Frequency**
A specific CCI or QSI reaches repeat status (The same CCI or QSI is detected three (3) times in a department, based on the ten (10) most current audits)	No increased audit frequency. See 6.17.1. Complete Form 55. Direct manufacturer to determine root cause and long term corrective action that will prevent recurrence.	N/A
A specific CCI or QSI continues to repeat after reaching repeat status (i.e. the CCI is detected more than 3 times in the department based on the 10 most current audits)	Place department(s) affected on increased audit frequency. 1-2 departments - Conduct increased audit following regular audit. Over 2 departments – Conduct increased audit on separate day from regular audit.	Following 3 consecutive regular audits or an increased audit on a separate day, when the CCI or QSI at repeat status is not detected, the affected department(s) can be returned to normal audit frequency.
6 or more CCIs and/or QSIs **in any one production department** within the 10 most current audits	Place department(s) on increased audit frequency. 1-2 departments - Conduct increased audit following regular audit. Over 2 departments – Conduct increased audit on separate day from regular audit.	Following a regular audit or an increased audit on a separate day, when findings drop below the conditions that warranted increasing audit frequency, the department(s) can be returned to normal audit frequency.
A PFS Rating of greater than 2 Quality System Issues, 7 CCIs, or 2 CCIs or Quality System Issues at repeat status[4]	Place plant on increased audit frequency. Conduct plant-wide increased audit on separate day from regular audit. Focus audit on items that caused the PFS rating to exceed 2/7/2 in addition to all CCIs and/or QSIs documented in the last 10 audits.	PFS Rating must reach 1/7/0 or less for 3 consecutive regular or special audits with no more than 2 CCIs or QSIs continuing to be detected in any specific department.
A PFS Rating of greater than 3 Quality System Issues, 8 CCIs, or 3 CCIs or Quality System Issues at repeat status	Place plant on increased audit frequency. Take possession of HUD labels. Conduct plant-wide increased audit on separate day from regular audit. Focus audit on items that caused the PFS rating to exceed 3/8/3 in addition to all CCIs and/or QSIs documented in the last 10 audits. Conduct final finish inspection on each unit prior to releasing HUD label.	When PFS Rating reaches 2/8/0 or less for 3 consecutive regular or special audits with no more than 2 CCIs or QSIs continuing to be detected in any specific department, HUD labels can be returned to the plant's possession and final finish inspections on each unit prior to labeling can be discontinued. When PFS Rating reaches 1/7/0 or less for 3 consecutive regular or special audits with no more than 2 CCIs or QSIs continuing to be detected in any specific department, plant can be returned to normal audit frequency.
Large turnover in any one production department	Place department on increased audit frequency. Conduct increased audit following regular audit.	Following 3 consecutive regular audits, with no more than 2 CCIs detected in that department, the department may be returned to normal audit frequency.

[3] This is a guideline. Increased audit frequency decisions shall be determined by the PFS IPIA Administrator or his designee with input from the PFS Quality Auditor and/or the PFS Area Training Supervisor, and shall consider all circumstances and conditions involved.

[4] When the same CCI or Quality System Issue is detected three (3) times or more in a department, based on the ten (10) most current audits, the CCI or Quality System Issue is considered to be at repeat status. See 6.17, CCI at Repeat Status.

Increased Audit Frequency[3]		
Absence, loss and/or change of key personnel (i.e. foremen, managers, or QC personnel)	Place department(s) affected on increased audit frequency. Conduct increased audit following regular audit.	Following 3 consecutive regular audits, with no more than 2 CCIs detected in the affected department(s), the department(s) may be returned to normal audit frequency.
New process and/or equipment that results in a failure to conform not being detected by the plant	Place department on increased audit frequency. Conduct increased audit following regular audit.	Following 3 consecutive regular audits, with no more than 2 CCIs detected in that department, the department may be returned to normal audit frequency.

9. FAILURE TO CONFORM NOT ISOLATED AT PLANT

9.1 General

9.1.1 During the course of any audit, if any failure to conform is observed and cannot be isolated at the plant, the PFS Quality Auditor shall record on the PFS Form A that the failure to conform could not be isolated. The PFS Quality Auditor shall immediately notify the manufacturer that he/she was unable to isolate the failure to conform.

9.1.2 At the exit interview, the PFS Quality Auditor shall again inform the manufacturer that he/she was unable to isolate the failure to conform. This will be noted on the Form A in the Summary section (last page).

9.1.3 If the PFS Quality Auditor is unable to isolate a failure to conform at the manufacturing plant, the PFS Quality Auditor shall advise the manufacturer in writing that he/she was unable to isolate the failure to conform. Utilizing PFS Form 10A, the PFS Quality Auditor shall describe the failure to conform that could not be isolated. The PFS Form 10A shall be provided to the manufacturer, with copies to the PFS Area Training Supervisor and PFS Headquarters. Per 3282.204(e), the PFS Quality Auditor shall direct the manufacturer to:

- correct the failure to conform in any manufactured homes still in the factory and held by distributors or dealers (Homes not yet Sold at Retail), and
- for homes already sold at retail, to carry out an investigation under 3282.404 and 3282.405 (Investigation for Possible Subpart I Activity), and determine if the manufacturer is required to notify the homeowners and make corrections to these homes.

9.2 Background

9.2.1 3282.363 requires the IPIA to secure from the manufacturer the right to inspect manufactured homes in the hands of dealers or distributors at any reasonable time.

9.2.2 Per 3282.364, "... the IPIA shall have primary responsibility for inspecting actual units produced and, where necessary, for inspecting units released by the manufacturer."

9.2.3 Per 3282.362(c)2(G), "Where the IPIA determines that a manufactured home which has been labeled and released by the manufacturer, but not yet sold to a purchaser (as described in 3282.252(b)) may not conform, the IPIA may, in its discretion, proceed to red tag the manufactured home."

9.3 Homes Not Yet Sold at Retail

9.3.1 In order for PFS to follow up on corrections at the factory and/or dealer lot, the manufacturer shall provide PFS with a list of all potentially affected homes that have not yet been sold at retail. The list shall include serial number and address (dealer, street address, city, state) for each potentially affected home. The manufacturer shall provide an explanation of how the class was determined. The explanation shall include specific information on how the first home in the class was determined and specific information on how the last home in the class was determined.

9.3.2 PFS shall review and concur with the method used by the manufacturer to determine the class of homes potentially affected. If PFS does not concur with the method used by the manufacturer to determine the class of homes potentially affected, it shall state why it finds the method to be inadequate, inappropriate or incorrect.

Note: Per 3282.362(c)2(G), PFS has the option of red tagging all affected homes not yet sold at retail. As the manufacturer and dealer cannot sell homes that contain failures to conform or that are red tagged, it is in everyone's interest to resolve this issue quickly.

9.3.3 The manufacturer shall make the required corrections and provide a written periodic progress report to PFS regarding the corrective action status of each affected home in the class.

9.3.4 When it deems it necessary, PFS Corporate shall direct the PFS Quality Auditor to follow up at the plant and/or at dealer lots (utilizing PFS Form 83, *Dealer Lot Follow-up Inspection*) to verify that corrective actions by the manufacturer have been effective in removing any identified failures to conform.

9.3.5 When PFS is satisfied that the corrective action has been accomplished, it shall remove any red tags, or per 3282.362(c)2(G), have the red tags removed by its agents.

9.3.6 All notices sent to manufacturers involving homes located at either the factory and/or the retailer shall be logged by PFS and followed up for closure. Each instance shall be followed through to conclusion that the correction has been satisfactorily completed.

9.4 Homes Already Sold at Retail (Investigation for Possible Subpart I Activity)

9.4.1 General

9.4.1.1 For homes already sold at retail, PFS' initial involvement as IPIA ends with notice to the manufacturer to conduct an investigation per 3282.404 and 3282.405.

9.4.1.2 Following the manufacturer's investigation, if the manufacturer determines that notification or, notification and correction are required, the manufacturer shall request IPIA concurrence per 3282. 366(b) and 3282.409(d), regarding the method used to determine the class of potentially affected homes. PFS shall review and concur with the method used by the manufacturer to determine the class of homes potentially affected or shall state why it finds the method to be inadequate, inappropriate or incorrect.

9.4.1.3 Per 3282.416(a) PFS shall monitor to conclusion, the manufacturer's progress regarding notifications or, notifications and corrections. This progress shall be documented on PFS Form 316.

9.4.2 Manufacturer's Investigation

9.4.2.1 Per 3282.404(b), whenever the manufacturer receives from any source information that a problem may exist (including notification from PFS that it was unable to isolate a failure to conform), the manufacturer shall within 20 days after the receipt of the information, carry out any necessary investigations and inspections and shall determine whether the manufacturer is responsible for providing notification under 3282.404. The manufacturer may use PFS Form 10 (Subpart I Determination), in determining if notification is required.

9.4.3 Manufacturer's Determination

9.4.3.1 If the manufacturer's investigation determines that the failure to conform does not exist, or may exist but is determined to be a noncompliance, then notification to the consumer is not required. Exception: The SAA or HUD can order such notification after issuance of a final determination under 3282.407.

9.4.3.2 If the manufacturer has information that a defect exists or may exist in a class of homes that is identifiable because the defect is such that it would probably have been introduced into more than one manufactured home during the course of production, per 3282.404(a), the manufacturer shall provide notification.

9.4.3.2.1 The information may include but is not limited to:

- Complaints that can be traced to the same cause,
- Defects known to exist in supplies of components or parts,
- Information related to the performance of a particular employee,
- Information indicating a failure to follow quality control procedures with respect to a particular aspect of the manufactured home.

9.4.3.3 If the manufacturer's investigation determines that an imminent safety hazard or serious defect exists or may exist, per 3282.404(a), the manufacturer shall provide notification.

9.4.3.3.1 If the imminent safety hazard or serious defect can be related to an error in design or assembly of the manufactured home by the manufacturer, including an error in design or assembly of any component or system incorporated in the manufactured home by the manufacturer, per 3282.406 the imminent safety hazard or serious defect shall be corrected.

9.4.4 Manufacturer's Record of Investigations and Determinations

9.4.4.1 The manufacturer shall maintain complete records of all such investigations and determinations in a form that will allow HUD or the SAA to readily discern who made the determination with respect to a

particular piece of information, what the determination was and the basis for the determination. Per 3282.404(b), the manufacturer shall keep the records for a minimum of five (5) years from the date the manufacturer received the information.

9.4.5 Manufacturer's Plan

9.4.5.1 Voluntary Notification and Correction

9.4.5.1.1 If the manufacturer determines that an imminent safety hazard or serious defect exists or may exist in any home, or a defect exists or may exist in a class of homes, the manufacturer is responsible for providing notification, per 3282.404(c). The manufacturer shall prepare a plan for notification as set out in 3282.409.

9.4.5.1.2 The plan shall identify by serial number and other appropriate identifying criteria all homes to which notification is to be provided. Methods used to determine the extent of the class of homes include, but are not limited to:

9.4.5.1.2.1 Inspection of homes produced before and after the homes known to be affected;

9.4.5.1.2.2 Inspection of the manufacturer's quality control records to determine whether quality control procedures were followed;

9.4.5.1.2.3 Inspection of IPIA records to determine whether the imminent safety hazard or failure to conform was either detected or specifically found not to exist in some homes;

9.4.5.1.2.4 Inspection of the design of the home in question to determine whether the imminent safety hazard or failure to conform resulted from the design itself;

9.4.5.1.2.5 Identification of the cause as relating to a particular employee or process that was employed for a known period of time or in producing the homes manufactured during that time;

9.4.5.1.2.6 Inspection of records relating to components supplied by other parties and known to contain or suspected of containing imminent safety hazards or failures to conform.

9.4.5.1.3 The class of homes identified by these methods may include only homes actually affected by the imminent safety hazard or failure to conform if the manufacturer can identify the precise homes. If it is not possible to identify the precise homes, the class shall include all homes suspected of containing the imminent safety hazard or failure to conform because the evidence shows that they may be affected.

9.4.5.1.4 Where the manufacturer is required to correct the failure to conform per 3282.406, the manufacturer shall include in the plan provision for correction of the affected manufactured homes. The

manufacturer shall not later than 20 days after making the determination, submit the plan to the SAA and/or HUD.

9.4.5.1.5 Per 3282.409(e), the plan shall include a deadline for completion of all notifications and corrections.

9.4.5.1.6 Per 3282.411(a), imminent safety hazards and serious defects shall be corrected no more than 60 days after approval of the plan.

9.4.5.2 Notification and Correction Ordered

9.4.5.2.1 When the manufacturer is ordered to undertake remedial action under 3282.407(c), per 3282.411, notification and correction shall be carried out on or before the deadline establishing the order. In no case shall the time limit exceed:

9.4.5.2.2 in the case of a Final Determination of an imminent safety hazard, 30 days after issuance of the Final Determination.

9.4.5.2.3 in the case of a Final Determination of a serious defect, defect or noncompliance, 60 days after the issuance of the Final Determination.

Note: Per 3282.411(c), the State Administrative Agency (SAA) may grant an extension of the deadlines included in a plan or order.

9.4.5.3 Accomplishing the Notification

9.4.5.3.1 Per 3282.409(f), the plan shall provide for notification to be accomplished:

9.4.5.3.1.1 by certified mail or other more expeditious means to the dealers or distributors of such manufacturer to whom such manufactured home was delivered. Where a serious defect or imminent safety hazard is involved, notification shall be sent by certified mail if it is mailed; and

9.4.5.3.1.2 by certified mail to the first purchaser of each manufactured home in the class of manufactured homes set out in the plan, and to any subsequent owner to whom any warranty provided by the manufacturer or required by law, on such manufactured home has been transferred, to the extent feasible, except that notification need not be sent to any person known by the manufacturer not to own the manufactured home in question if the manufacturer has a record of a subsequent owner of the manufactured home; and

9.4.5.3.1.3 by certified mail to any other person who is a registered owner of each manufactured home containing the imminent safety hazard, serious defect, defect or noncompliance and whose name has been ascertained pursuant to 3282.211.

9.4.6 PFS IPIA Responsibilities

9.4.6.1 Concurrence

9.4.6.1.1 If it is determined that a plan for notification, or notification and correction is required, then per 3282.409(d), the plan shall include a statement by the IPIA (PFS Corporation). In this statement, the IPIA shall concur in the methods used by the manufacturer to determine the class of potentially affected manufactured homes, or state why it believes the methods to have been inappropriate, inadequate or incorrect (See PFS Form 10).

9.4.6.1.2 The PFS Quality Auditor shall review and verify all records the manufacturer used in determining the class of potentially affected manufactured homes. If the PFS Quality Auditor is satisfied that the methods used by the manufacturer to determine the class of potentially affected manufactured homes are appropriate, adequate and correct, he/she shall acknowledge so by signing the PFS Form 10. If the PFS Quality Auditor is not satisfied that the methods used by the manufacturer to determine the class of potentially affected manufactured homes are appropriate, adequate and correct, he/she shall so acknowledge that on the PFS Form 10. The PFS Form 10 shall then be forwarded to the PFS QC Department for final concurrence and then be returned to the manufacturer.

Note: The use of PFS Form 10 by the manufacturer is optional. However if the manufacturer elects not to use PFS Form 10, the manufacturer's explanation of how the class was determined shall clearly (1) document the first home in the class and explain how it knows this is the first home in the class, and (2) explain how it determined which homes it included in the class and which homes it excluded from the class.

9.4.6.2 Notifications and Corrections

9.4.6.2.1 Per 3282.416(a), the IPIA shall be responsible for assuring that notifications are sent to all owners, purchasers, dealers, or distributors or whom the manufacturer has knowledge under 3282.211 ("Record of Purchasers"), or otherwise as required by the regulations. Notifications shall be accomplished by the deadline specified in the approved plan.

9.4.6.2.2 If a correction is required, the IPIA shall be responsible for assuring that the required corrections are carried out by auditing the certificates required by 3282.412. Certificates consist of:

9.4.6.2.2.1 Per 3282.412(b)(1), where the correction is made, certification by the manufacturer that the repair was made to satisfy completely the standards in effect at the time the manufactured home was manufactured and that any imminent safety hazard has been eliminated, or

9.4.6.2.2.2 Per 3282.412(b)(2), where the owner refuses to allow the manufacturer to repair the home, a certification by the manufacturer that the owner has been informed of the problem which may exist in the manufactured home, that the owner has been informed of any risk to safety or durability of the manufactured home which may result from the problem, and that an attempt

has been made to repair the problems only to have the owner refuse the repair.

9.4.6.2.3 Minimum monthly, the PFS Quality Auditor shall request to see any HUD/SAA approved notification plans or Final Determination orders. If any approved notification plans or Final Determination orders exist, and if the plans or orders involve corrections, per 3282.416, the PFS Quality Auditor shall audit the certificates required by 3282.412 and record on the PFS Monthly Form 316, the progress regarding the corrections being made to the class of potential affected manufactured homes.

10. IBTS AUDITS

10.1 Retailer Lot Audits

10.1.1 When IBTS conducts a dealer lot audit, following receipt of the audit at PFS Headquarters, a copy of the audit will be provided to the manufacturer and the PFS Quality Auditor. The manufacturer will be directed to correct any failures to conform identified during the audit. When a home is found that is not in compliance, the home should be red tagged and/or the Retailer is to be notified that the home cannot be sold or shown until any and all non-conformances as corrected on the home.

10.1.2 The manufacturer shall make the required corrections and provide a written periodic progress report to PFS regarding the corrective action status of each affected home.

10.1.3 When it deems it necessary, PFS Headquarters shall direct the PFS Quality Auditor to follow up at the dealer lot (utilizing PFS Form 83) to verify that corrective actions by the manufacturer have been effective in removing any identified failures to conform.

10.1.4 All notices sent to manufacturers involving homes located at either the factory and/or the retailer shall be logged by PFS and followed up for closure. Each instance shall be followed through to conclusion that the correction has been satisfactorily completed.

10.1.5 If the same FTC is found at retailer lot and at the plant, the PFS Quality Auditor shall issue a Form 10A requiring the manufacturer to investigate for a possible class of homes that may be affected.

10.2 Plant Audits

10.2.1 If a FTC is found during the IBTS plant audit, the PFS Quality Auditor shall make every effort to isolate the FTC at the plant. If the FTC cannot be isolated at the plant, then the PFS Quality Auditor shall issue a Form 10A requiring the manufacturer to investigate the issue for a possible class of homes that could be affected.

10.2.2 The PFS Quality Auditor shall verify that all FTC cited by IBTS are corrected. If any FTC are cited on any HUD labeled units, the PFS Quality Auditor shall Red Tag the affected unit or units.

10.2.3 At the conclusion of the IBTS plant audit, the PFS Quality Auditor is to respond to all FTC and System issues cited by IBTS using Form 282. These responses shall be forwarded to the PFS IPIA Coordinator for review and submission to IBTS headquarters.

11. PLANT CERTIFICATION

11.1 Full Plant Certification

11.1.1 A full plant certification is required:

11.1.1.1 if the plant is a new plant,
11.1.1.2 if the plant has never produced HUD manufactured homes,
11.1.1.3 if the manufacturer changes IPIA,
11.1.1.4 or if the plant has not produced HUD manufactured homes for over one (1) year.

11.1.2 PFS Corporation shall conduct 100% inspection of all homes in all stations and sub-stations, until PFS is satisfied through comprehensive audit and inspection of all Quality Assurance Manual elements identified in HUD's Enhanced Checklist for Quality Assurance Manuals, that the manufacturer is conforming to the DAPIA-approved designs and has implemented adequate and effective quality control procedures.

11.1.3 PFS will interview all accountable personnel and determine that each individual is knowledgeable of his/her inspection responsibilities.

11.1.4 PFS will meet daily with plant management to discuss progress that has been made and issues that must be resolved in order to certify the plant.

11.1.5 PFS will retain control of the HUD labels, until the plant is certified. Labels will be issued for each home, following final inspection by PFS and documentation that all failures to conform on the home have been corrected.

11.1.6 PFS will utilize PFS Form 169, *HUD Code Plant Certification Report*, as the primary form in certifying the plant. The production rate (floors/day) shall be documented.

11.1.7 PFS shall utilize and complete PFS Form 90, *HUD Plant Certification Inspection Report*, as a traveler (100% inspection) on all homes, until the plant is certified.

11.1.8 PFS shall utilize Form A or PFS Form 90 to document all observations, including failures to conform and quality system issues.

11.2 Plant Re-Certification

11.2.1 The PFS Quality Auditor and/or PFS Area Training Supervisor will advise the PFS IPIA Administrator or his designee about the need for a plant re-certification. This recommendation will generally be based on a plant evaluation.

11.2.2 Existing Certification Reports

11.2.2.1 HUD manufacturers with prior certifications may be recertified as per HUD Interpretive Bulletin H-1-78, if the certification report is current (i.e. production facility, product line, design criteria, QC procedures, production rate, etc.).

11.2.2.1.1 Previous plant certification(s) can only be accepted with the prior review and approval of the PFS IPIA Administrator or his designee. The PFS IPIA Administrator or his designee will also review and consider the last two (2) IBTS audits in deciding whether to accept the previous plant certification(s). If acceptance of the previous plant certification(s) has been authorized, the PFS Quality Auditor shall clearly refer to and state on the Form A that the previous plant certification report is being accepted. The PFS Quality Auditor

shall inspect 100% of the manufacturing process, when accepting previous plant certification(s). This shall be noted on the Form A.

NOTE: These are the general guidelines and are subject to change and/or adjustment by the PFS IPIA Administrator or his designee.

11.3 Plant Addendum

11.3.1 The PFS IPIA Administrator or his designee shall evaluate the following situations and schedule a plant addendum if necessary. Criteria that can require a plant addendum include:

- 11.3.1.1 New manufacturer's processes
- 11.3.1.2 Change in design parameters authorized for plant (Wind/Snow/Thermal Zones, SW/DW)
- 11.3.1.3 Major DAPIA manual changes
- 11.3.1.4 New model type(s)
- 11.3.1.5 Changes in key production or QC personnel.

11.3.2 The PFS Quality Auditor shall complete PFS Form 305, *IPIA Plant Certification Addendum* stating that the change that warranted the addendum has been successfully implemented, and that PFS Corporation is satisfied that the manufacturer can produce conforming homes on a continuing basis at a specified production rate (transportable sections per day). The completed addendum shall be forwarded to PFS Headquarters for review and forwarding to HUD and IBTS. Also, the PFS Quality Auditor shall provide to PFS Headquarters any back data (Inspection Reports, etc.) if needed, required for verification for the certification addendum.

11.4 Plant Certification Update

11.4.1 The PFS IPIA Administrator or his designee shall evaluate the following situations and request a plant certification update if necessary. The PFS Quality Auditor shall use the PFS Certification Update Form for the certification update. Criteria that can require a plant certification update include:

- 11.4.1.2 Plant Expansion
- 11.4.1.3 Production rate increase/decrease of more than 2 (two) units per day
- 11.4.1.4 Extended Plant Shutdown (Exceeding 3 Months)
- 11.4.1.5 Major QC Manual changes
- 11.4.1.6 Additional Shifts

12. PLANT EVALUATION

12.1 A plant evaluation is a special audit performed by the Area Training Supervisor or the PFS IPIA Administrator's designee. The PFS IPIA Administrator shall provide specific direction to the individual conducting the audit regarding the purpose of the plant evaluation. A written report shall be developed and kept on file at PFS Headquarters.

12.2 The following topics are part of a plant evaluation:

12.2.1 An evaluation of the knowledge/experience level of personnel responsible for Q.C. functions.

12.2.2 Total number of failures to conform recorded in the past six calendar months broken down into monthly subtotals.

12.2.3 The number of failures to conform in product observed while conducting the evaluation.

12.2.4 Discussion of any recognizable trends in number, frequency of occurrence, or types of failures to conform for the period of time under consideration.

12.2.5 Any correlation between outside factors such as changes or loss of key employees, decrease or increase in production, material or component shortages etc., with the trends highlighted in the recorded failure to conforms.

12.2.6 An evaluation to determine if the Q.C. program is operating as stated in approved Q.A. manual.

12.2.7 Any continued deficiencies in the quality assurance program.

12.2.8 A determination of whether the Q.C. program is defined well enough in the approved Q.A. manual to assure continued conformance.

12.2.9 Any correlation between any consumer complaints received and failures to conform recorded during the time period under consideration shall be discussed. Special attention shall be given to any implication a consumer complaint might make about undetected failures to conform or possible consequences if plant performance remains unimproved.

12.2.10 Discussion of plant "attitude" based on review of audit and personal knowledge, etc.

12.2.11 Summary and recommendations. There are (4) four possible recommendations:

1) There is not justification or sufficient information to warrant plant recertification.

2) Available information suggests the possible need for a plant recertification but additional monitoring and investigation is needed to verify.

3) A need exists for assigning a PFS Quality Auditor full time at the plant.

4) A need exists for plant recertification.

12.3 If a defect in the plant or in a unit is documented as being serious or an "imminent safety hazard," there will be sufficient cause for an immediate plant evaluation and possible implementation of increased audit frequency procedures.

12.4 Due to the sensitive nature of the information contained in a plant evaluation, such reviews are confidential and considered to be the same as proprietary material.

13. ALTERNATIVE CONSTRUCTION (AC) AUDIT/INSPECTION

13.1 In-plant Procedure

13.1.1 The PFS Quality Auditor shall note "AC" on his/her PFS Form A when inspecting the unit and auditing the quality control procedure on the AC unit.

13.1.1.1 The PFS Quality Auditor is to verify that the HUD AC letter is current and is encouraged to note the HUD AC approval number or the type of alternative construction on the Form A.

13.1.1.2 If the HUD AC approval letter does not require an on-site inspection (i.e.

handicap shower, whole house ventilation, etc.) the PFS Quality Auditor shall note this on the Form A.

13.1.2 The PFS Quality Auditor shall confirm that the manufacturer has noted "AC" in the serial number in all documents related to the unit and containing the serial number. In particular, the PFS Quality Auditor shall verify that "AC" has been noted in the serial number on:

13.1.2.1 the frame,
13.1.2.2 the data plate and
13.1.2.3 the traveler.

13.1.3 The PFS Quality Auditor shall confirm that in-plant construction conditions are complied with as set forth in the DAPIA package and the HUD approval letter and verify that QC reports are completed and filed in accordance with the AC letter.

13.1.4 The PFS Quality Auditor shall confirm that the plant QC department utilizes the unique AC checklist (QC Checklist) supplied by HUD. The PFS Quality Auditor shall submit a copy of the QC Checklist completed by the plant QC department to PFS with his/her completed Form A.

13.1.5 The PFS Quality Auditor shall verify that the "Notice to Purchaser" is supplied with the unit.

13.1.6 Monthly, PFS Corporation will prepare and send a copy of a report titled "Open ACs" to the manufacturer with a copy to the PFS Quality Auditor assigned to the plant. The manufacturer will be directed to review the report for accuracy, and provide a status report on each open AC unit. The manufacturer will also be directed to identify units for which no on-site inspection is required (e.g. handicap shower stall, whole house ventilation, etc.). For units for which the on-site inspection has been completed, but for which the "Open AC" report still indicates that the on-site inspection has not been completed, the manufacturer will be directed to provide a copy of the completed on-site inspection report to PFS. The manufacturer will be directed to return the "Open AC" report to PFS within two (2) weeks of the date of the report being issued.

13.1.7 The PFS Quality Auditor shall follow up with the manufacturer to confirm that the "Open AC" report is being reviewed and completed by the manufacturer. The PFS Auditor shall verify the manufacturer is reporting production of AC homes in accordance with AC letter requirements.

13.1.8 Where multiple auditors are assigned to the plant, the report will be sent to the Area Training Supervisor responsible for the plant. The ATS will be responsible for confirming that this obligation is accomplished.

13.1.9 All AC site inspections are to be conducted by a PFS Quality Auditor or an Inspector who is approved by PFS Corporation.

13.2 On-Site Procedure

Procedures for On-Site AC inspections are contained in a separate document. See "PFS Corporation On-Site Procedure for Alternative Construction (AC) Inspections".

14. ON-SITE CONSTRUCTION (SC) AUDIT/INSPECTION

14.1 In-plant Procedure

14.1.1 The PFS Quality Auditor shall note "SC" on his/her PFS Form A when inspecting the unit and auditing the quality control procedure on the SC unit.

14.1.1.1 The PFS Quality Auditor is to verify that the HUD SC letter is current and is encouraged to note the DAPIA SC approval number or the type of site construction on the Form A.

14.1.2 The PFS Quality Auditor shall confirm that the manufacturer has noted "SC" in the Prefix or Suffix of the serial number in all documents related to the unit and containing the serial number. In particular, the PFS Quality Auditor shall verify that "SC" has been noted in the Prefix or Suffix of the serial number on:

14.1.2.1 the frame,
14.1.2.2 the data plate and
14.1.2.3 the traveler.

14.1.3 The PFS Quality Auditor shall confirm that in-plant construction conditions are complied with as set forth in the DAPIA package and the DAPIA approval letter and verify that QC reports are completed and filed in accordance with the SC letter.

14.1.4 The PFS Quality Auditor shall confirm that the plant QC department utilizes the unique SC checklist (QC Checklist) supplied by DAPIA. The PFS Quality Auditor shall submit a copy of the QC Checklist completed by the plant QC department to PFS with his/her completed Form A.

14.1.5 The PFS Quality Auditor shall verify that the "Notice to Purchaser" is supplied with the unit.

14.1.6 Monthly, PFS Corporation will prepare and send a copy of a report titled "Open SCs" to the manufacturer with a copy to the PFS Quality Auditor assigned to the plant. The manufacturer will be directed to review the report for accuracy, and provide a status report on each open SC unit. For units for which the on-site inspection has been completed, but for which the "Open SC" report still indicates that the on-site inspection has not been completed, the manufacturer will be directed to provide a copy of the completed on-site inspection report to PFS. The manufacturer will be directed to return the "Open SC" report to PFS within two (2) weeks of the date of the report being issued.

14.1.7 The PFS Quality Auditor shall follow up with the manufacturer to confirm that the "Open SC" report is being reviewed and completed by the manufacturer. The PFS Quality Auditor shall verify the manufacturer is reporting production of SC homes in accordance with SC letter requirements.

14.1.8 Where multiple auditors are assigned to the plant, the report will be sent to the Area Supervisor responsible for the plant. The Area Supervisor will be responsible for confirming that this obligation is accomplished.

14.1.9 All AC site inspections are to be conducted by a PFS Quality Auditor or an Inspector who is approved by PFS Corporation.

14.2 On-Site Procedure

Procedures for On-Site SC inspections are contained in a separate document. See "PFS Corporation On-Site Procedure for On-Site Construction (SC) Inspections".

APPENDIX A - FORMS

Form No.	Title	Revision Date
A	Quality Control Inspection Report	3/07
A-2	Quality Control Inspection Sheet	9/3/15
A-3	Daily Reference Information for HUD Manufactured Homes	4/20/16
10	Subpart I Determination Form	4/19/16
10A	Subpart I Determination-Notification to Manufacturer	4/23/14
55	HUD Manufactured Home Response Form	3/1/16
65	Monthly Monitoring Checks-HUD Manufactured Homes	5/31/13
83	Dealer Lot Follow-up Inspection	9/21/08
90S	HUD Plant Certification Inspection Report (Single Wide)*	2/2/17
90D	HUD Plant Certification Inspection Report (Double Wide)*	2/2/17
146	CCI Status Report	11/29/07
169	HUD Code Plant Certification Report*	4/19/13
238	IPIA Request for Additional DAPIA Information	5/16/07
282	IBTS Response Form	4/11/16
305	IPIA Plant Certification Addendum	7/31/14
316	IPIA Monthly Plant Condition Report	4/5/16
325	IPIA Monthly HUD Service Records Review	8/9/16

* Because of size and infrequency of use, this form is not reprinted in this document.

PFS CORPORATION
INSPECTION AND CERTIFICATION PROCEDURES
COVERING
FACTORY BUILT CONSTRUCTION SYSTEMS
(PFS 1401B)

1. SCOPE

This publication provides PFS Corporation's procedures for factory built construction systems within the framework of nationally recognized codes and standards. The purpose of this publication is to spell out the sequence of events and actions that must take place from the time the manufacturer contacts PFS to the time PFS Corporation's trademark may be applied to a product as well as the procedures to maintain trademarking privileges.

Whenever applicable the guidance provided by ASTM E-541 shall be used to further clarify the intent and policies of PFS. It shall be a matter of record that PFS strongly supports the intentions of ASTM E-541 and meets the criteria described therein.

2. REFERENCE DOCUMENTS

Unless specified, the latest edition of all referenced standards and documents, are to be utilized.

2.1 Industrialized Buildings Commission Model Rules and Regulations for Industrialized/Modular Buildings.

2.2 ICC-ES Acceptance Criteria for Quality Control Manuals (AC10).

2.3 California Title 25, "Housing and Community Development."

3. PURPOSE OF IN-PLANT INSPECTIONS

3.1 The purpose of the in-plant inspection is:

3.1.1 To ensure the plant is capable of following the quality control procedures set forth in the quality control manual.

3.1.2 To ensure the plant continues to follow the quality control manual.

3.1.3 To ensure any part of the manufactured structure actually inspected conforms with the design, or where the design is not specific to the state building codes.

3.1.4 To ensure that whenever it finds a manufactured structure in production which fails to conform to the design or the state building codes, the nonconformance is corrected before the manufactured structure leaves the manufacturing plant.

3.1.5 To ensure if a nonconformance to the design or standard is found in one manufactured structure, all other manufactured structures still in the plant which PFS or manufacturer's records indicate might not conform to the design or state building codes, are inspected. The units must be brought up to the state building codes before they leave the plant.

3.2 In order to ensure full compliance with the requirements stated above and all other requirements of PFS or state, rules and regulations, the following procedures have been developed. These procedures must be closely followed each and every time the inspector visits a manufactured structure, manufacturing facility.

4. REQUIRED REFERENCES, STANDARDS AND REGULATIONS

4.1 Each PFS representative is required to have a thorough knowledge of the state building codes.

4.2 The PFS representative must have a good working knowledge of the "National Electrical Code", and must be thoroughly familiar with those sections dealing particularly with manufactured structures.

4.3 The PFS representative must determine if the manufacturer can carry out all inspections and tests outlined in the accepted quality control manual and monitor accordingly.

4.4 The PFS representative must have a working knowledge of the accepted drawings and quality control manual for each assigned plant.

5. INSPECTION PROCEDURES

Inspection frequency for each manufacturer will be such that the PFS representative can inspect every manufactured structure in at least one stage of production. This will be determined by each individual PFS representative based on his/her weekly inspection schedule and each manufacturer's volume of production.

5.1 At the beginning of each inspection the PFS representative shall notify the general manager or authorized representative of the facility that he/she is in the plant, and requests access to the following documents:

5.1.1 Manufacturer's accepted design manual.

5.1.2 Manufacturer's accepted quality control manual.

5.1.3 The PFS inspection reports for the previous two weeks.

5.1.4 Any state inspection reports since the last inspection performed by PFS. If any nonconformances are detected by the state during their audit on labeled unit(s) the PFS representative must fill out PFS Form A or Form 13 (see Appendix A) as well as red tag the unit(s) until brought into compliance.

5.2 The PFS representative will then request the manufacturer provide an area where he/she may review the documents listed in Paragraph 5.1.

5.3 The PFS representative will request the manufacturer notify him/her of any additions or revisions to the accepted quality control or design manual since the previous PFS inspection, identify any such revisions and provide them to the PFS representative.

5.4 The PFS representative will then move to the area provided and review the above mentioned documents.

5.5 Following the review of any revisions or additions to the design or quality control manual, the PFS representative shall review past inspection records.

5.6 Based on the review of the last inspection records, the PFS representative shall record the number of outstanding red tags and check on the last unit serial number inspected by PFS.

5.7 The PFS representative shall then move to the production line and inform the manufacturer's authorized representative of the following:

5.7.1 The manufacturer's quality control program must function normally as provided for by the accepted quality control manual for that plant.

5.7.2 Whenever possible the PFS representative should verify that one of the manufacturer's quality control personnel designated in the accepted quality control manual has inspected the station and the findings have been recorded on the applicable forms identified in the same manual.

5.7.3 When applicable the inspection performed by the quality control inspector will be compared to the inspection of the PFS representative.

5.7.4 The manufacturer's quality control documents required at each station shall be examined to determine if they are being used correctly.

5.7.5 While inspecting on the production line, the PFS representative must inspect all critical aspects of construction verifying compliance to the accepted documents and QEC checklist (see Appendix A) in conjunction with the Systems Checklist during each inspection on the production line. Check the design at each inspection on a rotating basis until all stations and all critical aspects of construction are verified. This must be performed on a continuing basis. Reference on PFS Form A all system of control violations, master checklist nonconformances (i.e., QEC items) when they are referenced as QC/No. Also, summarize on PFS Form A the PFS rating. Refer to the PFS monitoring procedures as set forth in SOP 1-92 for acceptance criteria. (See appendix A.) Whenever the criteria set forth in SOP 1-92 (see appendix A) is exceeded, the PFS rating must be relayed to the PFS regional vice president as well as the recommended method of corrective action. At the end of each month, forward the Systems Checklist and QEC Status Report to the PFS corporate office. (See Systems Checklist and QEC Status Report in Appendix A.)

5.8 The PFS representative shall begin his/her inspection at a station in the production process. The PFS representative may periodically alter the sequence of inspection so that it does not always begin at the same station. When the normal sequence of inspection is altered, a notation should be made on the inspection form that the sequence of inspection was altered. A typical production line inspection should take approximately three hours for 14 stations. Each station shall be listed on PFS Form A whether there is a unit in the line or not.

5.9 The PFS representative shall inspect every visible part of the unit for conformance with the accepted design and quality control manual. If the design or quality control manual is not specific with respect to some aspect of the construction, the PFS representative shall inspect those aspects of construction to the applicable state building code. The PFS representative should note that primary emphasis is placed on inspecting to the accepted design and quality control manuals. Only when the design or quality control manual is not specific should the PFS representative rely on the state building codes.

5.10 The PFS representative must record on PFS Form A "Quality Control Inspection Report," every nonconformance (Y/C or R/T) observed. Each Y/C or R/T shall have a reference to the accepted documents and if, and only if, the documents are not specific, reference to the code or manufacturing instructions is acceptable. After each Y/C or R/T record the nonconformance and how it was corrected. If it is not corrected the red tag will be outstanding and must be followed up on the next inspection. Each floor shall have its own red tag which can have one or more nonconformance. In addition, all red tags shall be logged in the upper right hand corner of the PFS Form A "Red Tag Disposition" and the serial number of all red tags shall be indicated on the Form A. Only the PFS representative can remove a red tag from units after the nonconformance has been corrected. When a red tag is issued the upper portion should be placed on or in the unit where it is visible by the manufacturer and the bottom portion stapled to the Form A. When the red tag is cleared, the corrective action should be noted on the back of the

bottom portion of the red tag and on the PFS Form A. The entire red tag should then be stapled to the original Form A when the red tag was issued. This becomes a permanent part of the manufacturer's files. The corrective action for the red tag is noted on PFS Form A so PFS has a permanent record of the corrective action taken for removal of the red tag. The PFS representative must not fail to record a nonconformance because it appears to be a minor one, or because it will be corrected at a later station. It is the responsibility of the PFS representative to record everything observed and not make value judgments about the relative severity of observed nonconformances.

5.11 Once the PFS representative inspector has completed the inspection of a particular station he/she shall then determine how many of the nonconformances identified were located by the manufacturer's quality inspector. If the nonconformance was detected by the quality inspector, note "QC/Yes" near the nonconformance on PFS Form A. If the quality inspector did not detect the nonconformance, note "QC/No" near the nonconformance and if the quality inspector did not yet inspect the unit, indicate "QC/NI" near the nonconformance on the PFS Form A. The quality inspector must find the nonconformance completely independent of the PFS representative. All nonconformances must be corrected before the unit is labeled or leaves the manufacturer's facility.

NOTE: Record QC/No's only when filling out the QEC Status Report.

5.12 All nonconformances must be recorded in as clear and detailed a manner as possible. As many lines as are necessary may be used to record nonconformances.

5.12.1 Example of incorrect report: "Improper slope to sink trap arm."

5.12.2 Example of correct report: "Slope of trap arm for sink in front bath was only 1/16 inch per foot."

The writing skills of the PFS representative must be developed so the report is written neatly and legibly. Since the report as written by the PFS representative in the plant is the final report supplied to the manufacturer and will be kept on permanent file, it must be easily understandable, neat and legible.

5.13 Once the PFS representative has inspected a station and all nonconformances observed are recorded, notify the manufacturer so that the nonconformance can be corrected. The corrective action must not be recorded on PFS Form A until the PFS representative has observed the correction performed by the manufacturer.

5.14 When a nonconformance is observed on one unit, the PFS representative must specifically check each unit on the manufacturer's property as well as in storage to ensure the nonconformance does not occur in any other units. If the aspect the PFS representative wishes to see is covered by construction, the PFS representative must require the manufacturer to uncover that aspect of the unit so he/she may examine it, unless the manufacturer's quality inspector located the nonconformance on the unit in question and was assured it was corrected, or can conclusively demonstrate through quality control documents that the nonconformance does not exist.

5.15 The PFS representative will try to witness each test that is performed while he/she is in the plant and verify compliance to the accepted documents. The PFS representative will notify the manufacturer's quality inspector to alert him/her when a test is about to be performed. The PFS representative will then proceed to the area where the test will be conducted. The PFS representative will note each test that was observed on PFS Form A. The PFS representative will inspect and/or check data plates for accuracy, and all test equipment and storage of materials at least monthly on the system checklist. The PFS representative is responsible for assuring the manufacturer is conforming to the accepted quality control manual for the plant.

5.16 Following completion of the inspection, the PFS representative will provide for each nonconformance noted, the correct Q.C. or code reference. The reference will be entered on PFS Form A "Quality Control Inspection Report" as well as the QEC reference. When the PFS representative has completed the inspection form, he/she will offer the general manager or their authorized representative the opportunity to participate in an exit interview. During the exit interview the PFS representative shall provide the general manager or their authorized representative with the PFS rating, discuss the nonconformances noted, the performance of the quality control program, and any observations made regarding the plant performance. The PFS representative will also notify the general manager or their authorized representative of the number and identity of units at his/her facility which have not been corrected.

5.17 As part of his/her inspections the PFS representative will at least once a month randomly select an unlabeled unit in storage and check to see if the quality inspector has inspected the unit and made note of the nonconformances or shortage items that exist. The PFS representative should then inspect the unit and verify that the quality inspector did or did not find all nonconformances or shortage items that existed in the unit. If the PFS representative finds nonconformances that were not noted by the quality inspector, this may be an indication the quality control system is not functioning properly, and the PFS representative must then increase the number of inspections on unlabeled units to the extent needed to ensure compliance with the accepted documents before the units are labeled. It is the responsibility of the PFS representative to increase frequency of inspection on unlabeled units in storage until such time the quality assurance inspector is satisfied the manufacturer's quality control system is functioning in such a manner that all unlabeled units in storage are in compliance with the accepted documents before labeling.

5.18 If the PFS representative encounters a unit in the production line for which the manufacturer can supply no accepted prints, the inspector will red tag the unit. (See SOP 1-91 in Appendix A.) For multiple box units one red tag is acceptable. At such time as the manufacturer can provide the necessary accepted prints, the PFS representative will then remove the red tag and inspect the unit in question. At the time the PFS representative initially encounters the unit for which no accepted prints are available, he/she will inform the general manager or their authorized representative that he/she will inspect the unit in question to the prints that are available. The PFS representative will further inform the manufacturer's representative that when accepted prints become available for the unit in question, if critical aspects of the construction of the unit are covered it will be necessary for the manufacturer to uncover those critical aspects of the construction so the PFS representative may examine them if he/she has not inspected those areas of construction.

6. INCREASED FREQUENCY OF INSPECTION PROCEDURES

6.1 Overview

A PFS representative is required to inspect the manufacturers for whom it is responsible to ensure they are capable of following acceptable quality control procedures; they continue to follow the accepted quality control manual; and all parts of a manufactured structure inspected are in conformance with the design or the state building codes when the design is not specific. The PFS representative is to continue monitoring the manufacturer and set procedures that must be followed when nonconformances are noted. (See Increased Frequency of Inspection Procedures SOP 1-92 for modular units in Appendix A.) This requires PFS to increase the frequency of inspection when manufactured structures repeatedly fail to conform to the design or state building codes, or when there is evidence the manufacturer is ignoring or failing to conform to the requirements of their accepted quality control manual.

6.2 Determination of Need for Increased Frequency of Inspection

The PFS vice president of quality control or their authorized representative will monitor plant inspection reports, consumer complaints, and all other available sources of information and determine when increased frequency of inspection procedures need to be instituted based on the following guidelines and SOP 1-92. (See Appendix A.)

6.2.1 If a defect in the plant or in a unit is documented as being serious or an "imminent safety hazard," there will be sufficient cause for immediate administrative review of the plant and possible implementation of increased frequency of inspection procedures.

6.2.2 The analysis of ten consecutive inspection reports indicating a consistent pattern or an excessive frequency (i.e. detecting three different nonconformances three times in ten inspections) of accepted quality control manual is developing will be cause for possible implementation of increased frequency of inspection procedures. If the same nonconformance is detected more than once during any given inspection it counts as one nonconformance when tabulating the repeat status and total nonconformances for the PFS rating.

6.2.3 The PFS vice president of quality control may at their discretion require an administrative review of the plant in order to determine if implementation of increased frequency of inspection procedures is necessary.

6.2.4 If the PFS representative continues to find units that have repeated nonconformances and these nonconformances are not being corrected by the manufacturer's quality control procedures, the PFS representative will request the PFS vice president of quality control to increase frequency of inspection and/or withdraw labeling privileges.

All information upon which a determination to increase frequency of inspection is based, will be documented in writing and sent to the manufacturer and state agency, if applicable. The manufacturer may be notified of the intent to perform an "increased frequency production surveillance inspection" verbally or in writing either prior to or at the entrance of the inspection party into the plant. The PFS vice president of quality control or their authorized representative will make all determinations as to the form and method of notification.

6.3 Administrative Review

An administrative review of a plant is a written report analyzing or summarizing several aspects of the plant's performance and is compiled jointly by members of the administrative, engineering and field staff assigned by the PFS vice president of quality control. The following topics are part of an administrative review:

6.3.1 Total number of nonconformances recorded in the past six calendar months broken down into monthly subtotals.

6.3.2 Discussion of any recognizable trends in number, frequency of occurrence, or types of nonconformances for the period of time under consideration.

6.3.3 Any correlation between outside factors such as changes or loss of key employees, decrease or increase in production, material or component shortages etc., with the trends highlighted in the recorded nonconformances.

6.3.4 Any correlation between the consumer complaints received and non-conformances recorded during the time period under consideration will be discussed. Special attention will be given to any implication the consumer complaint might make about undetected nonconformances, or possible consequences if plant performance remains unimproved.

6.3.5 Discussion of plant "attitude" based on interrogation of inspection and personal knowledge, etc.

6.3.6 Summary and recommendations. There are four possible recommendations:

6.3.6.1 There is not justification or sufficient information to warrant plant recertification.

6.3.6.2 Available information suggests the possible need for a plant recertification but additional monitoring and investigation is needed to verify.

6.3.6.3 A need exists for assigning a PFS representative full time at the plant.

6.3.6.4 A need exists for plant recertification.

6.3.7 Due to the sensitive nature of the information contained in an administrative review, such reviews are confidential and considered to be the same as proprietary material.

7. PLANT EVALUATION PROCEDURES

7.1 Overview

Prior to the issuance of labels to a manufacturer, the PFS representative in accordance with PFS Certification Requirements for Factory Built Structures shall make a complete inspection of the fabrication process. The purpose of this initial factory inspection is to determine whether the manufacturer is capable of producing manufactured structures in conformance with the accepted design and with the state building codes if the design is not specific. The PFS representative will also determine if the manufacturer's quality control procedures, plant equipment and personnel, as set out in the accepted quality control manual will ensure that such compliance continues.

7.2 Determination of Need for Plant Re-Certification Inspection

The PFS vice president of quality control or their authorized representative shall evaluate the following situations and schedule a plant re-certification inspection if necessary:

7.2.1 An administrative review recommendation to re-certify a plant.

7.2.2 An accepted manufacturer re-opens after an extended shut down.

7.2.3 An accepted manufacturer makes a significant change in the manufacturing process

7.3 Personnel Required

This inspection should be made by one or more qualified engineer or supervisor who has reviewed the accepted designs and by one or more PFS representatives who have been carefully briefed by the engineers on the restrictive aspects of the design.

7.4 Process

The PFS representative (s), engineer(s), or supervisor shall meet at the plant at a time designated by the PFS vice president of quality control or their authorized representative.

7.4.1 The team leader will identify the team and request a meeting with the plant general manager or their representative. At this meeting, the team leader will explain the purpose of the inspection, the procedures to be followed, the form and disposition of all results and recommendations for any changes to the manufacturer.

7.4.2 Following the meeting with the general manager or their representative, the team will go to a quiet location where the accepted design and quality control manuals can be examined. The engineer or supervisor shall brief the quality assurance inspectors on any restrictive aspects of the design.

7.4.3 The PFS representatives and the engineer or supervisor shall proceed to the first station on the production line. If possible, the accepted package or portions of it will be carried to the manufacturing plant. The PFS representatives must inspect every work station and sub-station, verify all Quality Control functions in the accepted Quality Control Manual and every application of installation of every component for this manufactured structure. The engineer or supervisor shall assist with the inspection, brief the PFS representatives about restrictive aspects of the design, and evaluate the manufacturing process and quality control procedures.

7.4.4 The PFS representatives will notify the in-plant quality control personnel when a nonconformance is about to be covered up. The PFS representatives will note which nonconformances were not detected by the quality inspection personnel. If an aspect of the manufactured structure is covered up before it can be inspected or corrected, the PFS representative must notify the quality inspection personnel that this aspect must be inspected or corrected before this plant is certified. The PFS representatives will inspect manufactured structures entering production after the initial unit to ensure that corrective measures are implemented to prevent repeat violations.

7.4.5 The PFS representative will review their reports with the engineer or supervisor at the end of the inspection. If the engineer or supervisor leaves before the end of the inspection, the PFS representative will mail the report to the engineer or supervisor.

The engineer or supervisor will prepare a draft certification report and forward it to the manufacturer, PFS representative, and the state, if applicable. The issuance of the certification report is a pre-requisite to the commencement of production surveillance and to the issuance of labels.

The PFS regional vice president will prepare the final certification report and forward it to the manufacturer and the state, applicable.

7.5 Plant Certification Procedures

7.5.1 See Section 7B of the PFS Field Operations Procedural Manual.

7.6 On-Site Inspection Procedures

7.6.1 See SOP 1-94 in Appendix A.

7.7 Re-Hab Inspection Procedures

7.7.7 See SOP 4-93 in Appendix A.

8. COMPLAINTS TO MANUFACTURERS

At a minimum of once each year, the PFS representative shall examine records of complaints to the manufacturer. The PFS representative shall verify that the manufacturer is keeping a record of all complaints made known to the manufacturer relating to a product's compliance with requirements of the relevant standard.

The PFS representative shall verify that the manufacturer is taking appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification.

The PFS representative shall verify that the manufacturer documents all action taken in response to such complaints and shall note this in the audit report.

APPENDIX A

DOCUMENT	REVISON DATE
PFS Form A	3/07
PFS Form 13	8/07/07
PFS SOP 1-91	1/30/04
PFS SOP 1-92	5/12/97
PFS SOP 1-94	2/08/11
Form 25 – Site Inspection Form	5/20/03
PFS SOP 4-93	2/06/98
Form 306 -- Systems Checklist for Modular Units	1/14/05
Form 138 - QEC Status Report	6/1/05
Form 141 - QEC Checklist	2/14/02

Sheet _____ of _____

PFS CORPORATION
QUALITY CONTROL INSPECTION SHEET

Form A 11/2020

DATE: _____ INSPECTOR: _____ License/Certification # _____

TIME IN _____ TIME OUT _____ REG ____ SPE _____ INC _____ INSPECTION

MANUFACTURER/LOCATION _____

SYSTEM: S-Structural; **P**-Plumbing; **M**-Mechanical; **E**-Electrical; **T**-Thermal
CONDITION: OK-Acceptable; **R/T**-Not Acceptable; **Y/C**-Minor Violation (Corrected immediately)

RED TAG DISPOSITION	
PREVIOUSLY OUTSTANDING	
ISSUED THIS INSPECTION	
CLEARED THIS INSPECTION	
CURRENTLY OUTSTANDING	

MANUFACTURER'S SIGNATURE _____ **SUPERVISOR'S SIGNATURE (if applicable)** _____

Work Area	Unit Serial No.	SYS	COND	CCI/QEC or State	Document Code No.	Remarks

List Applicable Label Inventory Per State Monthly Label Report-

DURING EACH MODULAR INSPECTION SOC 2A, 2B, 2F, 3A, 3C – MUST BE VERIFIED AND RECORDED

PFS RATING: / /

NOTE
*PLEASE MAKE SURE TO MARK **TOTAL** NUMBER OF SOC ON FORM E*

Copies to: Manufacturer, PFS Office

PFS CORPORATION

Quality Control Inspection Report

Time in _____ Time out_____ PFS Supervisor_____

California Factory Built Housing

Date:_____ Inspector:_____

Manufacturer/Location:_____

R/T DISPOSITION
outstanding _____
cleared _____
issued _____
current _____

Legend (System): **S** – Structural, **P** – Plumbing, **M** – Mechanical, **E** – Electrical, **T** – Thermal, **FS** – Fire Sprinkler, **N/A** – Not Applicable, **OK** – Acceptable, **R/T** – Red Tag (Not Acceptable), **Y/C** – Yellow Condition (Minor Violation-Corrected Immediately)

Type: FBH = Factory Built Housing

Type Inspection: [ ] Production [ ] Finished Units [ ] Materials [ ] Testing

[ ] Plant Certification [ ] Plant Quality Control [ ] State of California Fire Sprinkler

INSIGNIA SECURITY: ☐ ADEQUATE ☐ NEEDS IMPROVEMENT (specify QC manual page _____)

Q.C. PROGRAM EFFECTIVENESS: ☐ ADEQUATE ☐ NEEDS IMPROVEMENT (specify QC manual page _____)

Serial Number	Model ID	Plan Approval Number	Type

Station	Serial No.	System	Material	Workmanship	Comments

Manufacturer's Representative: PFS Inspector:

PFS Rating: / /

Copies to: Manufacturer, PFS Corporate Office

Station	Serial No.	System	Material	Workmanship	Comments

Manufacturer's Representative: _____ PFS Inspector: _____

RED TAG PROCEDURES
FOR
FACTORY BUILT STRUCTURES
SOP 1-91

The following procedures must be followed when you make an in-plant inspection and you encounter a model(s) that is not approved by PFS or a state, and/or you find a nonconformance in a labeled unit.

UNAPPROVED MODELS

A. If approvals are not available the PFS inspector must red tag the unit(s).

B. Identify the documents used to inspect the unit(s) on the red tag and PFS Form A. (i.e. print number, date drawn and by whom.) Also add to our documents that the unit can not be shipped until released by PFS.

C. Obtain label(s) for the unit(s) until such time the approvals arrive and the unit is in compliance with the approvals. At the exit interview, indicate to all parties that the units can not be shipped until released by PFS.

D. If a state (e.g. Indiana, Massachusetts, Michigan and Tennessee) does not allow the manufacturer to put a unit on the production lines without proper approvals, PFS can not inspect or red-tag the unit and you must notify your supervisor immediately via phone or fax.

E. If unit(s) needs to be shipped with a red-tag before we can make our final inspection with approved drawings, PFS is required to make a field inspection with the approved drawings and affix all label(s) to all unit(s). All field inspections would be invoiced for time and expenses. If any of those unit(s) are to be labeled for Missouri, Pennsylvania, Ohio, South Carolina, Texas or Virginia, we must notify those states and follow their directions if we can inspect and label in the field. For IBC units, follow the attached Formal Interpretation Bulletin 98-02.

F. If the manufacturer indicates we do not have to inspect or label the unit and you know the unit is being shipped to a state with a labeling program or you find out the manufacturer shipped any red tagged unit(s) without our authorization, notify your supervisor immediately via phone or fax.

LABELED UNITS

A. If the PFS inspector detects nonconformances on a labeled unit you must red tag the unit until such time the unit is brought into compliance.

INCREASED FREQUENCY OF INSPECTION PROCEDURES
FOR
FACTORY BUILT MODULAR UNITS
SOP 1-92

1. Increased frequency of inspection.

   This can occur if the PFS quality assurance inspector has a PFS rating of 3 or more systems of control violations, 8 or more QEC nonconformances and/or 3 or more items at repeat status. The increased frequency of inspection must be authorized by the Vice President of Quality Control or regional vice president or general manager. Increased inspections are performed by the assigned PFS quality assurance inspector. Increased inspections shall be performed at stations where the problems have been identified, rather than randomly made throughout the plant.

NOTE: The PFS QAI must contact the Regional Vice President and/or Vice President of Quality Control or his designee when the PFS rating exceeds 2/7/2.

2. Increased frequency of inspection and lift labels.

   This can occur if the PFS quality assurance inspector has a PFS rating of 4 or more system of control violations, 12 or more QEC nonconformances and/or 4 or more items at repeat status. The increased frequency of inspection must be authorized by the Vice President of Quality Control or regional vice president or general manager. Increased inspections are performed by the PFS quality assurance inspector and/or the area training supervisor. Increased inspections shall be performed at stations where the problems have been identified rather than randomly made throughout the plant.

NOTE: In addition to the above criteria, the following may also constitute increased frequency of inspection:

   a. Absence, loss, and/or change of key personnel (i.e. foremen, managers, or quality control personnel).

   b. Large turnover in any one production department.

   c. Increase in production and/or new models.

   d. New process and/or equipment.

3. When the plant is on increased frequency of inspection, the PFS quality assurance inspector will follow-up on all QEC nonconformances noted on the past ten inspection reports. When the QEC nonconformances on repeat status are under three and/or the manufacturer has corrected all nonconformances, the PFS quality assurance inspector will conduct another PFS rating in the plant. With an adequate rating, the frequency of inspection will be reduced to normal and/or release labels back to the manufacturer.

NOTE: However, if the PFS quality assurance inspector has three consecutive inspections without a recurrence of a QEC nonconformance on repeat status, then the QEC nonconformance is not considered at repeat status and not reported in the PFS rating.

4. When the plant is on increased frequency of inspection, the PFS quality assurance inspector assigned to the plant reports conditions of the plant after each inspection, to his Regional Vice President or Vice President of Quality Control or his designee. If the plant conditions do not improve with each inspection, the regional vice president or Vice President of Quality Control may institute an administrative review at that time.

5. Administrative Review

   An administrative review is a special inspection to be performed by the Regional Vice President or his designee to determine if a plant recertification is warranted.

   This will occur if the manufacturer is not back to normal frequency of inspection (100%) after a reasonable time depending on production, or if the PFS rating is 4/12/4 or more. (i.e. 4 systems, 12 QEC nonconformances, 4 items at repeat status.)

PFS ON-SITE INSPECTION PROCEDURES
FOR
FACTORY BUILT STRUCTURES

SOP 1-94

1. PFS will perform site inspections as required by the authority having jurisdiction and as directed by the PFS Regional Vice President.

2. These inspections will be conducted using PFS Form 25 as a guideline. (See attached Form 25)

3. Upon completion of the inspection, the PFS quality assurance inspector will send the original to their regional office. The regional office will send copies to the PFS Corporate office, to the state (if required) and to the manufacturer.

SITE INSPECTION FORM

Form 25
rev. 5/20/03 kc

MANUFACTURER _____ LOCATION _____
BUILDER/OWNER _____ LOCATION _____
DATE OF INSPECTION _____ PFS LABEL # _____
STATE/IBC LABEL _____ DATE OF MFG _____
UNIT SERIAL NUMBER: _____

ITEMS TO CHECK	COMPLIES YES	COMPLIES NO/NA	REMARKS
1. FOUNDATION: per approved plans for			
a. CRAWL SPACE			
b. BASEMENT			
2. COLUMN SUPPORT AS PER APPROVED DRAWINGS*			
3. COLUMN SUPPORTS INSTALLED SO THAT CENTER BEAM BEARS 100% ON SUPPORT COLUMN PLATE			
4. CENTER BEAM BOLTED AS PER APPROVED DRAWINGS*			
5. INSULATION INSTALLED AS PER CODE/DRAWINGS*			
6. HOUSE SECURED TO SILL PLATE PER CODE/DWGS*			
7. FIELD INSTALLED SIDING PER MFG. INSTRUCTIONS			
8. GUTTERS INSTALLED			
9. SHINGLE INSTALLATION			
10. DWV VENTS INSTALLED THRU ROOF			
11. BATHROOM VENT TO EXTERIOR			
12. KITCHEN RANGE HOOD VENTED TO EXTERIOR			
13. DRYER VENTS TO OUTSIDE			
14. UNIT MADE ENERGY EFFICIENT AT JOINTS			
15. UTILITY CONNECTIONS			
16. HWH DISCHARGE PROPERLY			
17. ATTACHED GARAGE & 20 MIN. DOOR			
18. REQUIRED FIRE STOPPING ACCOMPLISHED			
19. ATTIC INSULATION CORRECT			
20. DATA PLATE CORRECT/COMPLETED			
21. RECORD ANY TRANSPORTATION DAMAGE			

*APPROVED PFS/STATE DRAWINGS AVAILABLE YES ( ) NO ( ) OCCUPIED: YES ( ) NO ( )

ALL "NO" FINDINGS SHALL BE FOLLOWED UP AND/OR CORRECTED/COMPLETED/VERIFIED BY THE MFGR.

cc: PFS Madison Office
State
Manufacturer

INSPECTOR _____
signature

PFS PLAN REVIEW AND INSPECTION PROCEDURES
FOR
REHAB UNITS

SOP 4-93

1. Unit had a state label, label is missing, and unit is to be relocated within the state.

    1. Request (3) sets of drawings of the unit, review and approve for PFS inspector to use. Return (1) stamped copy to person requesting replacement label.

    2. Inspect the unit and if it meets code requirements as of date of manufacturer request by letter and insignia application from the applicable state for a replacement label.

    3. After label is received, schedule final inspection and apply state and PFS label (PFS label cost should be $50.00).

2. Unit has a state label but is to be located in another state.

    1. Request (3) sets of drawings of the unit, review and approve for PFS inspector to use.

    2. Inspect unit, removed whatever is necessary to verify that unit will meet requirements of the intended state codes. Issue a deviation list (if necessary).

    3. After unit is updated request from the state, with letter, insignia request and copy of stamped drawings, permission to label unit.

    4. After label is received from the state, apply state and PFS label (PFS label cost should be ($50.00).

3. Unit does not have state label and requires state certification.

    1. Same as item 2 above.

4. Unit does not require a state label but a certificate of inspection is requested.

    1. Request drawing of the unit, review and approve for PFS inspector to use.

    2. Inspect unit, remove whatever is necessary to verify that unit meets requirements of the applicable state codes and/or model code.

    3. After unit is updated, inspect and issue PFS certificate of inspection (PFS Certificate of Inspection cost ($50.00).

NOTE: INSPECTION PROCESS:

a. 1st inspection - Rough in inspection and deviation list (if necessary)
b. 2nd inspection - Follow-up inspection to verify that items on deviation list or rough in inspection report have been corrected.
c. 3rd inspection - Final inspection and apply labels or issue certificate of inspection.

d. Be sure and add "RH" after the serial number when reporting your inspections on PFS Form A or Form C.

e. For IBC units, you need to secure labels from PFS prior to your final inspection, fill out the attached IBC Relabeling Report form and send to PFS Headquarters along with the payment for the label(s).

• INDUSTRIALIZED BUILDINGS COMMISSION •

RELABELING REPORT FORM

We, _____ (name of inspection agency), Code # _____ , have relabeled existing units for the following company at the location indicated with IBC certification labels in accordance with the Uniform Administrative Procedures, Part IV, Section 4(A)(7).

PART I: CORPORATION REQUESTING RE-LABELING

Corporate Name:		
Mailing Address:		
City:	State:	Zip:
Contact:	Phone:	

PART II: LOCATION OF RE-LABELED UNIT(S)

Street Address:		
City:	State:	Zip:

PART III: DESCRIPTION OF RE-LABELED UNIT(S)

IBC Label No.	Model No./Size	Existing Label No	Date of Mfr.	Module Number	Use Group

- **IBC Label No:** IBC Certification Label number affixed to unit.
- **Model No./Size:** Model of unit from data plate. If unavailable, nominal size of unit.
- **Existing Label No.:** If applicable, original state label number attached to unit.
- **Date of Mfr.:** If available, date of manufacture from data plate.
- **Module Number:** Module number pertotal number of modules that make up building (1 of 4, 2 of 4, etc.)
- **Use Group:** Primary occupancy or use group designation per model building code.

PART IV: PAYMENT FOR IBC CERTIFICATION LABELS

MODULAR/CLOSED PANEL LABELS	**Quantity**	**Fee**	**Amount (A)**
		$60.00	
COMPONENT LABELS	**Quantity**	**Fee**	**Amount (B)**
		$36.00	
Make Checks Payable to: INDUSTRIALIZED BUILDINGS COMMISSION	**Check No.**	**Dated**	**Amount (A+B)**

PART V: INSTRUCTIONS

Inspection Agency:

A completed form must be submitted along with payment no later than 30 calendar days after labels have been affixed.

1. Complete all parts and make one copy.
2. Retain copy for your records.
3. Submit original along with check to:

INDUSTRIALIZED BUILDINGS COMMISSION
505 Huntmar Park Drive, Suite 210
Herndon, VA 20170

Revised 11/05

SYSTEMS CHECKLIST
FOR
MODULAR UNITS

Manufacturer Name _____ Location _____ Month _____

Inspector Name _____ **Supervisors Initials _____

Date Evaluated	**Compliance**	**Yes**	**No***
1. DOES REVIEW OF THE MANUFACTURER'S ON-LINE INSPECTIONS AND HIS/HER COMPLETION OF THE Q.C. CHECKLIST INDICATE THE REQUIRED INSPECTIONS ARE BEING PERFORMED EFFECTIVELY?			
_____ A) Nonconformances were noted by Q.C. and corrected properly.		____	____
_____ B) Approved plans, production drawings, details or installation instructions are available on line for all units or components being constructed and are adhered to.		____	____
_____ C) Items were inspected, checklist signed and nonconformances were documented per Q.C. procedures.		____	____
2. IS THE Q.C. PROGRAM BEING FOLLOWED AS APPROVED IN THE Q.C. MANUAL?			
*** A) Is the manufacturer conducting inspections at the identified control points in the Q.C. manual?		____	____
*** B) Are the inspections being conducted by the proper personnel?		____	____
_____ C) Based on review of completed checklists, does the Q.C. program perform in a consistent manner?		____	____
_____ D) Is the Data Plate complete and accurate?		____	____
E) Are the witnessed tests by PFS being conducted properly?		____	____
Electrical _____ Water _____ DWV _____ Gas _____ Other _____			
*** F) Manufacturers material storage in compliance with procedures?		____	____
3. DO THE PROCEDURES APPROVED IN THE Q.C. MANUAL ASSURE THE MANUFACTURER CAN PRODUCE CONFORMING UNITS?			
*** A) Does the Q.C. checklist sufficiently describe the major construction items to be inspected at each control point?		____	____
_____ B) Does the Q.C. manual describe proper testing procedures and equipment including usage and maintenance to assure complying structures will be built?		____	____
*** C) Does the Q.C. manual identify personnel including procedures they must follow to properly complete their quality control traveler?		____	____
_____ D) Is the list of inspections as defined in the Q.C. Manual compatible with the production process?		____	____

* If no, explain on reverse side.
** This certifies that the supervisor is reviewing a minimum of 20% of in-plant inspection forms.
*** Items to be verified at each inspection and recorded on PFS Form A.

\forms\Form 306
Rev. 1/14/05 kc

QEC STATUS REPORT

PLANT / LOCATION: _____ INSPECTOR'S NAME: _____

****PFS: QEC's: 13.6, 13.8, 13.9, 15.2, 18.5, 18.6, 19.3, 19.4, 19.5, 22.1, 22.2, 22.3, 39.5, 40.9, 40.10, 40.12, 40.13**
SOC: 1B, 1C, 2A, 2B, 2C, 2F, 3A, 3C

DEPT	FL	PL	EL	WB	WS	RB	RS	EXT	RD	SH	FF	OTHER	PFS Rating	SYSTEMS			
DATE														ENG	PA	PD	QC

1. Indicate the QEC/SOC number in space provided under each department. QC/NO's only.
2. Repeat status is when the same QEC is detected 3 times in 10 inspections
   Refer to SOP-1-92 for remedial action.
3. Attach a copy of the Systems Evaluation Checklist and submit to Headquarters monthly.

** Most frequent recurring QEC & System items detected during the current cycle.

LEGEND (Dept.)		SYSTEMS LEGEND
FL = Floor Build/Decking	RS = Roof Set	ENG = Engineering
PL = Plumbing	EXT = Siding/Windows	PA = Purchasing
EL = Electrical	RD = Roof Decking	PD = Production #
WB = Wall Build	SH = Shingles	QC =Quality Control
WS = Wall Set	FF = Final Finish	
RB = Roof Build		

Provide Individual dept. legend

H:\forms\forms\form -138 qec status report
rev. 6/1/05 mb

QUALITY EVALUATION CRITERIA (QEC) CHECKLIST

BUILDING PLANNING

1. Light and Ventilation
- 1.1 Habitable rooms
- 1.2 Alcove rooms
- 1.3 Bathrooms

2. Ceiling Height
- 2.1 Habitable rooms
- 2.2 Kitchens, baths, hallways

3. Glazing
- 3.1 Hazardous locations

4. Attached Garage
- 4.1 Openings
- 4.2 Separation

5. Exits
- 5.1 Exit door
- 5.2 Egress from sleeping rooms

6. Stairways
- 6.1 Stairways
- 6.2 Handrails
- 6.3 Guardrails

7. Smoke Detectors
- 7.1 Location
- 7.2 Power source

8. Flame Spread
- 8.1 Flame spread
- 8.2 Smoke density

9. Dwelling Separation
- 9.1 Fire resistive rating
- 9.2 Construction

FLOORS

10. Floors
- 10.1 Grade mark
- 10.2 Maximum span
- 10.3 Minimum bearing
- 10.4 Boring
- 10.5 Bridging
- 10.6 Cutting and notching
- 10.7 Fastening
- 10.8 Joists at bearing locations
- 10.9 Framing
- 10.10 Insulation installation

11. Subfloor (plywood/OSB)
- 11.1 Fastening
- 11.2 Grade/span

12. Compressible Floor Covering
- 12.1 Under load bearing walls

WALL CONSTRUCTION

13. Load Bearing Walls
- 13.1 Fastening of studs
- 13.2 Stud-grade stamp, size
- 13.3 Bracking
- 13.4 Spacing of studs
- 13.5 Location of studs (with respect to trusses or floor joists
- 13.6 Header Spans/construction/support
- 13.7 Header fastening
- 13.8 Column supports
- 13.9 Uplift straps

14. Interior Partitions
- 14.1 Fastening of studs
- 14.2 Stud-grade stamp, size
- 14.3 Spacing of studs
- 14.4 Cutting and notching

15. Firestopping
- 15.1 Location
- 15.2 Material/application

16. Draftstopping
- 16.1 Location
- 16.2 Material/application
- 16.2 Material/application

WALL COVERING

17. Interior covering
- 17.1 Vertical support
- 17.2 Support spacing
- 17.3 Shower and bath spaces
- 17.4 Wood veneer or hardboard inst.
- 17.5 Fastening

18. Exterior Covering
- 18.1 Condensation control
- 18.2 Flashing at doors & windows
- 18.3 Flashing at wall/roof intersection
- 18.4 Corrosion resistant fasteners
- 18.5 Insulation installation
- 18.6 Sheathing/siding/installation including fastening

ROOF/CEILING CONSTRUCTION

19. Rafters/Trusses/Ceiling Joists
- 19.1 Grade/specie
- 19.2 Rafter ties
- 19.3 Fastening
- 19.4 Spans
- 19.5 Bearing
- 19.6 Cutting and notching
- 19.7 Boring
- 19.8 Bracing

20. Plywood, OSB
- 20.1 Grade
- 20.2 Spans
- 20.3 Fastening
- 20.4 Edge/End Spacing

21. Attic
- 21.1 Access
- 21.2 Ventilation
- 21.3 Insulation installation

ROOF COVERING

22. Shingles/Underlayment
- 22.1 Underlayment
- 22.2 Shingle installation per manufacturer specifications
- 22.3 Flashing
- 22.4 Valley construction

23. Built-up Roofing
- 23.1 Built-up roofing
- 23.2 Dormer construction

FIREPLACES

24. Factory-built Fireplaces
- 24.1 Installation per manufacturer's specifications
- 24.2 Chimney/Thimble Installation
- 24.3 Hearth Extension
- 24.4 Mantel location

MECHANICAL EQUIPMENT

25. Heat producing/comfort cooling
- 25.1 Clearances
- 25.2 Shutoff valves
- 25.3 Access and working space
- 25.4 Range vertical clearance
- 25.5 Range hood
- 25.6 Range horizontal clearance
- 25.7 Dryer exhaust
- 25.8 Mechanical exhaust fans

26. Combustion Air
- 26.1 Air supply
- 26.2 Opening location/size
- 26.3 Air source
- 26.4 Air supply ducts

27. Warm Air Furnace/Hot Water Heat
- 27.1 Access to room
- 27.2 Working Space
- 27.3 Access to components
- 27.4 Location
- 27.5 Clearance
- 27.6 Attic furnace
- 27.7 Under floor furnace

28. Circulating Air Supply
- 28.1 For ventilation (i.l.o. windows)
- 28.2 Supply openings
- 28.3 Source
- 28.4 Air duct area

DECORATIVE APPLIANCES, FLOOR FURNACES, VENTED WALL FURNACES AND ROOM HEATERS

29. Decorative Appliances, Floor Furnaces, Vented Wall Furnaces and Room Heaters
- 29.1 Vented decorative appliances
- 29.2 Floor furnace location
- 29.3 Floor furnace access
- 29.4 Wall furnace location
- 29.5 Wall furnace installation
- 29.6 Room heaters

30. Venting of Appliances
- 30.1 Vent installation per mfgr.
- 30.2 Vent off-sets
- 30.3 Vent termination
- 30.4 Location of vent termination
- 30.5 Vent size
- 30.6 Connectors

DUCTS

31. Ducts
- 31.1 Material
- 31.2 Joints and seams
- 31.3 Insulation R-value
- 31.4 Under floor plenum

ENERGY

32. Energy Requirements
- 32.1 Interior Air Barrier/Vapor retarder
- 32.2 Exterior Air Barrier
- 32.3 Penetrations sealed
- 32.4 U values of fenestation products

FUEL SUPPLY SYSTEMS

33. Gas Piping
- 33.1 Gas piping support
- 33.2 Approved connections
- 33.3 Valves listed
- 33.4 Appliance connectors
- 33.5 Sizing of gas lines
- 33.6 Testing

MATERIALS

35. Materials
- 35.1 Approved materials DWV
- 35.2 Approved materials water piping
- 35.3 Copper tubing bend radius
- 35.4 Plumbing fixtures listed
- 35.5 Solder specifications

DWV

36. Waste Piping
- 36.1 Fitting direction
- 36.2 Cleanouts
- 36.3 Piping slope
- 36.4 Pipe sizing
- 36.5 Prohibited traps
- 36.6 Vertical distance to trap
- 36.7 Trap size
- 36.8 Trap arm length
- 36.9 Trap arm slope
- 36.10 Vertical leg of trap arm
- 36.11 Testing

PLUMBING FIXTURES

38. Plumbing Fixtures
- 38.1 Tailpiece size
- 38.2 Installation of fixtures
- 38.3 Combination fixtures
- 38.4 Shower compartment
- 38.5 Whirlpool bathtubs

PLUMBING

34. General
- 34.1 Notching and boring
- 34.2 Watertightness
- 34.3 Piping support
- 34.4 Slip joint access
- 34.5 Fitting directions

VENT PIPING

37. Vent Piping
- 37.1 Vent termination
- 37.2 Minimum vent area
- 37.3 Vent connection to horizontal waste pipe
- 37.4 Vent connection to vent stack
- 37.5 Common vent
- 37.6 Mechanical vents (listing)
- 37.7 Vent extension
- 37.8 Wet venting

WATER SUPPLY

39. Water Supply
- 39.1 Water service pipe
- 39.2 Joints and connections
- 39.3 Valves
- 39.4 Size of piping
- 39.5 Support/protection
- 39.6 Testing

ELECTRICAL

40. Electrical

- 40.1 Unused openings are plugged
- 40.2 Wire continuous
- 40.3 Correct box size
- 40.4 Wire size/rating/type
- 40.5 Over current protection
- 40.6 Number of circuits and identification
- 40.7 GFCI recepts location and 20 amp
- 40.8 Covering of combustible material
- 40.9 Bonding
- 40.10 Protection of cable
- 40.11 Testing
- 40.12 Recept location/spacing/
- 40.13 Equipment installation per listing
- 40.14 Arc-Fault Circuit-Interrupter Protection recepts and circuits
- 40.15 Wire protected for shipping

HANDICAPPED

41. Handicapped

- 41.1 Grab bar installation
- 41.2 Plumbing fixture installation
- 41.3 Accessible route
- 41.4 Restroom floor space
- 41.5 Door width/hardware
- 41.6 Electrical outlet installation (15" above floor)

Project Number: 25-064
Client: Kronospan Rivne
Product: 7/16 CAT
Manufacturing Date:
Arrived: 7/1/25

Test Type	Test Method	Span / Category	Condition	Status
Panel Thickness and Dimensions	Section 7.12 of PS 2-18	7/16	Dry	Pass
Straightness & Squareness	Section 5.2.1.3 of PS 2-18	PS 2	Dry	Pass
Concentrated Static Load	Section 7.1 of PS 2-18	Roof 24	Dry	Pass
			Wet	Pass
		Subfloor 16	Dry	Pass
			Wet/Redry	Conditioning
Concentrated Static Load Following Impact		Roof 24	Dry	Pass
			Wet	Pass
		Subfloor 16	Dry	Pass
			Wet/Redry	Conditioning
Uniform Load	Section 7.2 of PS 2-18	Roof 24	Dry	
		Wall 24	Dry	
		Subfloor 16	Dry	Pass
			Wet/Redry	Conditioning
Wall Racking	Section 7.3 of PS 2-18	7/16	Dry	
Fastener withdrawal	Section 7.4 of PS 2-18	Subfloor	Dry	Pass
		Subfloor	Wet/redry	Conditioning
Fastener lateral holding		Subfloor	Dry	
		Subfloor	Wet/redry	Conditioning
Bond performance	Section 7.16 of PS 2-18	24/16 span	Single Cycle	
Dimensional stability	Section 7.8 of PS 2-18	PS 2	50% relative humidity and 70°F to vacuum pressure soak	Conditioning
Large specimen bending strenght and stiffness		Reference Value	Dry	
Small specimen bending strength and stiffness	Section 7.6 of PS 2-18	Reference Value	Dry	
Linear expansion	Section 7.8 of PS 2-18	Reference Value	Oven-dry to vacuum pressure soak	
Moisture Content	Section 7.11 of PS 2-18	N/A	Dry and Wet/Redy	