



## Compliance Assurance Manual Submittal Checklist

This checklist is intended to serve as a guide to the manufacturer and inspection/evaluation agency in preparing the Compliance Assurance Manual (CAM) for submittal and approval to participate in the Wisconsin Modular Dwelling Program. The titles and numbers listed below are from the National Institute of Standards and Technology, "Model Documents for Evaluation, Approval, and Inspection of Manufactured Buildings, July 1976," as adopted by the [Wisconsin Administrative Code § SPS 320.24](#). The following format must be followed and include all of the required information in the submitted CAM.

### General Requirements

- Name and address of inspection/evaluation agency
- Each page stamped APPROVED by inspection/Evaluation agency
- Properly indexed
- Plant name and location
- Forms - Copies of all inspection forms, records, checklists, labels, stamps, etc.
- Description of building system
- Copy of agreement between manufacturer and inspection/evaluation agency or signed statement that such an agreement is in force and includes a statement of no conflict of interest

### Revision of Manual - Part V, Section 2 (A)(1)

- Procedure for revising manual
- Changes coordinated with and approved by inspection/evaluation agency
- Submission of revision to Department within 10 days
- Formal review of manual every 3 months

### Organization Structure - Part V, Section 2(A)(2)

- Identify organizational elements responsible for compliance assurance (organizational chart)
- Compliance assurance functions independent from production
- Statement of responsibility and authority of compliance assurance personnel
- Inspection/Evaluation agency compliance assurance relationship

### Training and Qualifications - Part V, Section 2(A)(2)(a)

- Identify person(s) responsible for directing the compliance assurance program
- Qualification and training requirements for compliance assurance personnel
- Job description of compliance assurance personnel
- Resumes for compliance assurance personnel
- Training programs by manufacturer or inspection agency, if any

### Uniform System of Audits - Part V, Section 2(A)(3)

- Audit criteria or checklist for manufacturer
- Audit criteria or checklist for inspection/evaluation agency
- Submit audit findings to the Department
- Frequency of audits

**Compliance Records - Part V, Section 2(A)(2)**

- Personnel responsible for keeping records
- Record of inspections performed
- Record of test results
- Data plate
- Minor modifications approvals
- Dates of production
- Complaint information

**Control of Changes - Part V, Section 2(A)(5)**

- Procedure for control of changes to building system or compliance documentation (i.e. checklists etc.)
- Personnel responsibility for informing personnel of changes

**Control of Working Drawings - Part V, Section 2(A)(6)**

- Use of working drawings
- Review for compliance
- Approval by inspection/evaluation agency
- Procedure to modify plans
- Removal of obsolete plans
- Responsibility or method for communication of changes

**Serial Number System - Part V, Section 2(A)(7)**

- Number assignment
- When assigned
- Where located on unit

**Control of Labels - Part V, Section 2(B)(8)**

- Personnel who will have responsibility for release and control of labels
- Assigning labels to units
- Verification of records for unit
- Handling of damaged or misused labels

**Control of Procurement - Part V, Section 2(B)(1)**

- System of selecting materials
- Evidence of compliance (i.e. grade stamps, listings, etc.)
- Review for compliance with approved building system

**Receiving Inspection - Part V, Section 2(B)(2)**

- Method of evaluating materials and supplies upon receipt
- Accept/reject criteria

**Protection of Materials- Part V, Section 2(B)(3)**

- Protection from weather
- Protection from physical damage
- Protection from adverse conditions

**Disposition of Rejected Materials - Part V, Section 2(B)(4)**

- Method of identification and handling of rejected materials
- Procedure for repair or rework

**Corrective Action - Part V, Section 2(C)(1)**

- Identification of non-compliant items
- Method of correction of non-compliant items
- Identify cause of non-compliance

**Testing and Inspection Equipment- Part V, Section 2(C)(2)**

- Test equipment used
- Test procedures
- Calibration and test of equipment

**Frequency of Inspection - Part V, Section 2(C)(3)**

- All aspects of construction of every unit inspected by in-plant inspector
- All aspects of construction inspected by inspection/evaluation agency (every unit inspected at least once by inspection/evaluation agency)
- Adjusting frequency of inspections by inspection/evaluation agency
- Criteria for determining adjusting the frequency of inspections

**Authority for Compliance Assurance - Part V, Section 2(C)(4)**

- Authority of in-plant inspector
- Authority of inspection/evaluation agency
- Provision to inspect all dwellings prior to defective and subsequent to last unit inspected by inspection/evaluation agency

**Production Flow Diagrams - Part V, Section 2(C)(5)**

- Material flow chart
- Plant layout
- Inspection and test done at each station
- Mandatory inspection locations
- Storage locations

**Inspection Checklists - Part V, Section 2(C)(6)**

- Includes all aspects of construction
- Use of checklist on production line
- Objective of checklist

**Code Compliance Workmanship Standards - Part V, Section 2(C)(7)**

- Use of manufacturer's instructions and listing requirements
- Reference to applicable Wisconsin codes.

**Disposition of Non-Compliant Construction - Part V, Section 2(C)(8)**

- Method of identification of non-compliant item (red tag, etc)
- Removal of identification after correction
- Recording of non-compliance
- Checking of prior and subsequent units

**Final Inspection and Certification - Part V, Section 2(D)(1)**

- Procedures for final inspection
- Proper unit identification and records
- Label control records
- Correct information check

**Handling and Storage - Part V, Section 2(D)(2)**

- Method of handling units
- Protection from elements in storage
- Inspection of stored units

**Packing and Shipping - Part V, Section 2(D)(3)**

- Protection against damage
- Pre-transit inspection

**Transportation - Part V, Section 2(D)(4)**

Method of transportation

Pre transit inspection

**Installation Control - Part V, Section 2(D)(5)**

Information to be provided to local inspector

Foundation and structure requirements described

Utilities

Testing

**Field Repairs - Part V, Section 2(D)(6)**

Method of determining responsibility

Correction of non-compliance when work is result of work by manufacturer

Reporting of non-compliance relating to inadequate plant inspection

Provision to inspect other units suspected of non-compliant items

Withdrawal of labels from units not in compliance

**Permission for Inspection- Part V, Section 2(D)(7)**

Signed and notarized permission for the Department to audit records and inspect