

NORTH CAROLINA MODULAR QC MANUAL CHECKLIST

Page 1 of 2

revised June 2007

Manufacturer Name
Reviewer Name
Date review initiated

Documents Submitted

Manual in **3-ring binder** - indexed (*Manuals not in 3-ring binder format will not be accepted*)
Manual sections tabbed, indexed, and pages numbered
Manual pages date stamped by approved Third-Party w/approver's name

Manual Page References and NOTES

Include the Manual page number to find the subject information

Manufacturer Information

Name
Plant street & mailing address
City, State, Zip Code
Phone Number
Fax Number
Directions to plant
Contact name and e-mail address

Third-Party Information

Name
Mailing address
City, State, Zip Code
Phone Number
Fax Number

Code Certification Letter

All Code Volumes shall have Edition and amendments (if applicable) listed

Building
Accessibility
Plumbing
Mechanical
Electrical
Fire Prevention
Gas
Residential

Plant Organization

Organization Chart
General Manager Responsibilities
Prod. Manager Responsibilities
Eng. Manager Responsibilities
QC Manager Responsibilities
Service Manager Responsibilities
Main contact person noted

Plant Layout

General layout of work stations
Work performed at each station

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Page 2 of 2

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Quality Control Section

Job Description - QC manager
QC inspection process
QC checklists
Data Plate Example to NC req.
Label control
Record Keeping
In-plant testing
Handling & storage of materials
Transportation

Stress Calculations - NC PE Sealed

All major components
Trusses
Laminated beams and columns
Connections
Uplift, overturning, & sliding

Material Specifications

Major appliances

Alternate Materials and Methods of Construction

Identified and indexed
Full explanation provided
Specifications/Calculations provided

Modular Installation Instructions

Setting
Anchorage
Mechanical/electrical connections
Utility connections
Field connections - details/locations