

INSTRUCTIONS FOR COMPLETING FORM

Section 1: Enter the month and year for which you are reporting.

Section 2: Enter the manufacturer's name, registration #, facility address, and the name and phone number and/or email address of the person completing the form.

Section 3: Enter the following information for each module or modular component that is labeled in the month for which you are reporting. If no units were labeled, then check the box indicated. A unit is not considered labeled unless the decal or insignia has been physically attached to the unit. **If units are labeled and shipped in the same month, then report only in section 4.**

- A. **La Decal #:** Decals and insignia are purchased by the manufacturer from the Office of State Fire Marshal for placement on modules and modular components. The decal number is the number printed on the decal.
- B. **Review PO#:** The project number assigned by the Office of State Fire Marshal to the module or modular component review.
- C. **Unit ID Number (Serial #):** The identification number assigned by the manufacturer to the module or modular component.
- D. **Size (Sq Ft):** Enter the size of the module or modular component in square feet.
- E. **Date Unit Labeled:** Enter the date the decal or insignia was placed on the unit
- F. **Date Unit Inspected:** Enter the date of the last in plant inspection for each unit reported.
- G. **Third Party Inspector:** Enter the name of the Louisiana registered third party inspector who performed the last in plant inspection.
- H. **Type of Structure:** Enter the use of the module or modular component, i.e., restaurant, school building, office, single-family residence, equipment shelter, etc.
- I. **Page _____ of _____:** Enter the current page number and the total number of pages in the report.

This report must be filed with the Department no later than the 10th day of the following month for the preceding month's activity. If you do not label units or ship units for the month, then you must file a report indicating this.

Inspections and Inspection Reports

A. Inspection agencies shall inspect construction throughout the manufacturing process. Third party inspection agencies and manufacturers' inspection agencies shall file reports on a form and in a format approved by the State Fire Marshal. The inspection report shall contain all associated State Fire Marshal plan review project numbers. The inspecting agency shall keep a copy of all inspection reports for a minimum of 5 years.

B. Responsibilities of registered third-party inspectors. Each Council-registered third-party inspector shall discharge the following responsibilities:

1. Monitoring of the quality assurance procedures at the site of manufacture.
2. Verifying that industrialized buildings, modules and modular components have been manufactured pursuant to approved building system documentation and approved quality assurance procedures.
3. Authorizing the attachment of decals to such industrialized buildings, modules and modular components.
4. Preparation of all reports as may be required by this Chapter.

C. Initial Plant Certification Inspection.

1. No decal shall be affixed to any industrialized building, module or modular component until the registered third-party inspector has completed an initial plant certification inspection of the manufacturer's facility.

2. The initial plant certification inspection shall consist of a complete evaluation of the manufacturer's adherence to its quality assurance procedures and capability of producing an industrialized building, module or modular component, in accordance with the approved building system.

3. The Council-registered third-party inspector shall become familiar with every aspect of the manufacturer's approved building system and quality assurance procedures.

4. The Council-registered third-party inspector shall make a complete inspection of the manufacture of at least one industrialized building and any module or modular component pertaining to that particular building throughout all of the operation in the facility. If the first building inspected or any component pertaining to that particular unit fails to conform to the standards, additional buildings and component shall be similarly inspected until the inspector is satisfied that the manufacturer is complying with the approved building system and the building code.

D. Plant Certification Report. If, on the basis of the initial plant certification inspection, the registered third-party inspector determines that the manufacturer is in compliance with its approved building system, quality assurance procedures, and the building code, the inspector shall prepare and forward to the State Fire Marshal a certification report. The certification report shall include:

1. The name and address of the manufacturing facility.
2. The name(s) of the registered third-party inspector(s) that approved the manufacturer's building system and quality assurance procedures, and the dates of approval.
3. The name(s) of the registered third-party inspector(s) that performed the initial plant certification inspection.
4. The serial numbers of the industrialized buildings, modules or modular components inspected.
5. A full report of all inspections conducted, any nonconformity observed and corrective actions taken.
6. The date of certification.
7. The State Fire Marshal decal number(s) assigned to the unit.

E. Frequency of Inspections.

1. After initial plant certification, the registered third-party inspector shall inspect:
 - a. Each industrialized building and any module or modular component in at least one stage of construction.
 - b. Every stage of construction during the course of each inspection visit to a manufacturing facility.
2. The State Fire Marshal may waive compliance with the quality assurance manual at the request of the manufacturer. Upon the grant of such waiver, the manufacturer shall have each industrialized building and any module or modular component which it produces completely inspected by a registered third-party inspector.
3. The registered third-party inspector shall conduct unannounced inspections at the manufacturing site to review any aspects of the manufacturing process.

4. Nothing in this paragraph shall preclude an approved registered third-party inspector from conducting inspections at a greater frequency than the minimum prescribed herein if, in the inspector's professional judgment, such action is necessary to discharge its responsibilities properly. In determining the appropriate frequency of inspection for any manufacturer, an approved registered third-party inspector should consider such factors as:

- a. The production volume of the factory.
- b. The complexity of the design.
- c. The qualifications of the manufacturer's quality control personnel.
- d. The experience record of the manufacturer.

F. One copy of the original report must be filed with the State Fire Marshal within one week after an inspection is performed or at such other intervals as the State Fire Marshal may require. Such report shall indicate compliance.