



## QUALITY ASSURANCE AUDIT REPORT

Scope: Miami-Dade County is a Quality Assurance entity as approved by the Florida Building Commission pursuant to subsection 61G20-3.008(5)(d) F.A.C., to provide oversight and determine that the product or system is being manufactured or assembled, per the submitted description, test results, or calculations to establish continual product performance.

NOA/Certificate Holder Name:	
Manufacturing Facility Name:	
Facility Address:	
Contact Name & Title:	
Contact Phone# & E-Mail:	
Contact Signature:	

Audit Date/Time:	
Auditor Name:	
Auditor Phone# & E-Mail:	

### Part 1 - QUALITY ASSURANCE MANUAL

	Ref.	Yes	No	N/A
1 Does the Organization have a documented Quality Assurance Program?	2.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Is the Quality Assurance Manual being reviewed or revised annually?	4.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Are reviews/revisions documented and are disseminated copies controlled?	4.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Does the QAM contain current contact info and legal status of Organization?	2.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Does company name match NOA name and are they ACTIVE in their state?	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Does the QAM clearly identify which facility manufactures which NOA products?	2.4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Does the QAM define current responsibility over Quality Control of operations?	3.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Does the QAM production descriptions/flowchart represent facility operations?	6.1-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes and Findings:

### Part 2 - NOA / LABELING AND IDENTIFICATION

	Ref.	Yes	No	N/A
1 Are NOA products in compliance to Florida Building Code [FBC] 2020?	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Are copies of each NOA held at facility for reference by the Auditor and staff?	7.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Does the facility control the labeling of NOA products?	5.1-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Do the current NOA labels meet NOA specs?	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 [Name or logo/Product series/City, State/MDCPCA Statement or Seal]	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Does the facility control the TEMPORARY labeling of NOA products?	5.1-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 [TAS protocols/design pressure rating/NOA number/drawing#/test lab or entity]	5.1-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Does the facility control the labeling of Private Label Agreement [PLA] products?	5.1-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Does advertising of NOA products on media conform to the NOA specs?	12.5	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes and Findings:



**Part 3 - PRODUCTION / QUALITY CONTROL / TRACEABILITY**

	Ref.	Yes	No	N/A
1 Are incoming raw material records maintained? [PO's/Mill Certs/COA's/COO]	8.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Are incoming materials inspected for NOA specification conformance?	8.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 Does material/product found on-site meet NOA requirements when inspected?	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Dimensional checks or properties [Glass/Metals/Wood/Assembly components/others]	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Does the facility control NOA product traceability back to production records?	5.3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Are production and quality control documents [cut sheets/work orders] being retained?	12.1-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 Does the facility provide production crew with product specs and tolerances?	6.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 Are the correct measuring devices used to monitor materials and production?	11.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9 Are measuring devices calibration records/schedules/stickers being maintained?	11.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10 Are non-conforming materials/products/equipment controlled and segregated?	10.1-3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11 Is the movement of product through production controlled and protected?	9.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes and Findings:

**Part 4 - 3rd PARTY AUDITS / FINDINGS / COMPLAINTS**

	Ref.	Yes	No	N/A
1 Are audits of the manufacturing facility being conducted by 3rd party agencies?	7.1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 Are 3rd party audit reports maintained (3yrs) and addressed per QAM specs?	7.1-2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 When applicable, are 3rd party reports being provided to Miami-Dade County?	7.2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 Are corrective actions/responses being submitted to prevent quality issues?	7.3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 Are field complaints being documented and addressed per QAM requirements?	7.4	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 Are Association members receiving Letters of Good Standing? Inspection reports?	NOA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Notes and Findings:

**SUMMARY OF THE AUDIT**

- Conforms**
- Does not Conform**

Attached Supporting Documents / Additional Comments: