



Arizona  
Department  
of Housing

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**CHECKLIST FOR COMPLIANCE MANUAL SUBMITTAL**

**NOTICE:**

All new submittals for review are to be submitted electronically via the e-Licensing Solutions portal.  
The Department will no longer accept hard copy submittals.

Item No.	Document Review Requirement	Check Item
1	Plan review application completed, identify Compliance Manual review selection (Note: Approved on line submittals will be returned electronically)	
2	One original pdf set of all applicable documents (pdf documents to be unlocked or a scanned set of original documents; digitally signed documents are not accepted)	
<b>Format</b>		
3	8.1/2" x 11" inch format with page numbers	
4	Cover page listing manufacturer's name, license number, and address of the factory to which the manual applies (factory address to match address listed for license)	
5	Table of contents identifying key elements of the quality and compliance control process	
6	Revision traceability noted	
<b>Contents</b>		
7	Organization chart showing titles and functions of all positions/personnel responsible for any aspect of quality and compliance control.	
8	Description of the design/document control process and procedures for ensuring the current approved documents (design package or building plans) are available to production, quality, and compliance personnel.	
9	A description of procedures for handling materials, including treatment and disposal of rejected materials, in compliance with standards.	
10	A description of the FBB-identification system including a unique identifier (serial number or ID number), that is permanently affixed to each module of the Factory-Built Building (FBB), and where the unique identifier is located on the FBB.	
11	A drawing showing the layout of the factory and location of the work area for each step in the manufacturing sequence with a description of the work performed at each area, include off-line processes.	
12	An inspection checklist, keyed to the factory layout that identifies the inspections and tests performed at each manufacturing step/sequence, and title of the position responsible for ensuring inspections and tests are performed.	
13	A list that includes step-by-step procedures for ensuring all required tests are performed, the equipment utilized for each test, and procedures for maintaining test equipment utilized.	
14	Description of procedures for maintaining control of compliance certificates, installing the certificates on completed FBB's, filing the monthly report of certificates, and the title of the position responsible for ensuring these tasks are performed.	
15	Description of procedures for storing completed FBB's at the facility including the manner in which stored FBB's are protected from the elements and other sources of potential damage.	
16	Description of procedures for ensuring building documents are retained and title of position responsible for ensuring document retention.	