



Arizona  
Department  
of Housing

1110 WEST WASHINGTON, SUITE 280  
PHOENIX, ARIZONA 85007  
PHONE: 602-771-1000  
WWW.AZHOUSING.GOV

CHECKLIST FOR COMPLIANCE MANUAL SUBMITTAL

Item No.	Document Review Requirement	Check Item
1	Plan review application completed, and plan review fee included	<input type="checkbox"/>
2	Minimum one original and one copy each of all documents included	<input type="checkbox"/>
3	Included self-addressed stamped package for documents or other means of return delivery if unable to retrieve documents from office	<input type="checkbox"/>
4	<b>Format</b>	
	8.1/2" x 11" size	<input type="checkbox"/>
	Cover page identifying licensee, license number, and facility location	<input type="checkbox"/>
	Index page	<input type="checkbox"/>
	Revision traceability	<input type="checkbox"/>
5	<b>Contents</b>	
	Organization chart, by position, of all compliance control personnel responsible for compliance of incoming components and in-plant manufacturing activities	<input type="checkbox"/>
	Description of the compliance program adhered to by personnel listed on the organization chart	<input type="checkbox"/>
	Flow chart depicting the minimum in-plant inspection requirements, noting stations, a production control routing document, stage of manufacture or type of work control	<input type="checkbox"/>
	Description of tests performed and test equipment utilized	<input type="checkbox"/>
	Description of procedures for receiving and inspecting construction materials, handling damaged material, and rotating stock	<input type="checkbox"/>
	Description of procedures for control of drawings, and changes to drawings after release for production	<input type="checkbox"/>
	Description of procedures for control of compliance certificates (insignias)	<input type="checkbox"/>
Description of record keeping procedures	<input type="checkbox"/>	