

# QUALITY ASSURANCE INSPECTOR APPLICATION APPROVAL CHECKLIST



FOR INSPECTIONS OF: COMMERCIAL MODULAR - SPECIAL PURPOSE COMMERCIAL MODULAR -  
and MULTI-UNIT MANUFACTURED HOUSING UNITS

**NOTE:** R= Requirement for Renewal Applications  
O= Requirement for Original Approval Applications

- I. Review HCD - MH 469 application for completeness:
  - R & O Purpose of Application [Original or Renewal]
  - R & O Name, address, phone number of applicant
  - R & O Quality Assurance Agency Employment Status
  - R & O \$295 [Original] OR \$267 [Renewal] Fee attached
  
- II. ATTACHMENT #1 - Review Attached Applicant Verification Forms \*
  - R & O Applicant Verification Fees [\$13].
  - R & O Statement of Citizenship, Birth Certificate and/or other documents.  
\*[Required only if citizenship was not previously verified by department]
  
- III. ATTACHMENT #2 - Review attached Absence of Conflict of Interest Statement form HCD- MH 471:
  - R & O Name, Signature, Date, County, State entered at bottom of page
  
- IV. ATTACHMENT #3 - QUALIFICATIONS - A QAI shall satisfy all the provisions of ASTM Standard E 541, Part B, §14 and T25, CCR, Chapter 3, §4856 as noted below:
  - O §14.2.1 Applicant shall possess the personal characteristics of tact, integrity, and a sense of authority.
  - O §14.2.2 Applicant shall demonstrate ability to follow detailed instructions and checklists that provide the criteria for construction, including both material and fabrication requirements.
  - O §14.2.3 Completion of a period of orientation and training for which he/she performs the inspection function. This training shall be under the continuous direction of a supervisor fully qualified under this criteria.
  - O §14.2.4 Demonstrate ability to evaluate the results of well-defined or routine measurements or tests by reason of experience or familiarity with such measurements or tests.
  - O §14.3.1 EDUCATION: Possess mathematical skills equivalent to those acquired through a high school education.
  - O §14.3.2 EXPERIENCE: Two years in building construction, building code enforcement, or quality control inspection.
  - O §4856(b) The applicant shall demonstrate an ability to inspect and monitor the quality control programs for compliance with approved plans, quality control manuals and California law and regulations regarding mobilehomes, commercial coaches and special purpose commercial coaches.
  - O §4856(c) The applicant shall demonstrate an ability to prepare inspection reports describing observed violations, corrective action and making appropriate references to the plans, quality control manuals, California law, or regulations and incorporated documents.