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.

HCD - MH 001(Rev 01/06)