

Audit Finding Code List

QAP-F28 (H)

AMS Information:

- AM00 Other _____
- AM01 Accreditation type missing/incorrect
- AM02 Incorrect address/contact information
- AM03 QAP contact missing/obsolete/wrong
- AM04 Missing/wrong 24/7 Service Number

Facility:

- FA00 Other _____
- FA01 Shop layout does not match QC Manual
- FA02 Shop does not allow 5 feet clear space around vehicle
- FA03 Facility does not comply with ADA requirements
- FA04 Accessible Parking insufficient/size
- FA05 Vehicle entry door does not comply with Rules
- FA06 Customer entrance does not allow safe entry/egress

Program Documents:

- PD00 Other _____
- PD01 QC manual missing/not uploaded/unapproved changes
- PD02 Insurance certificate missing/not uploaded/expired
- PD03 Insurance coverage not per requirements
- PD04 Insurance certificate - NMEDA not named as holder
- PD05 Organizational Chart not current/missing
- PD06 MFG/Product listing missing/not current
- PD07 NHTSA Modifier Database needs update
- PD08 Calibration certificate missing/not uploaded/expired

Labeling:

- LA00 Other _____
- LA01 Tire Placard label not applied/replaced
- LA02 Make inoperative label not applied
- LA03 Load Carrying Capacity reduction label not applied
- LA04 QAP label not applied
- LA05 QAP labels not being applied

Training:

- TR00 Other _____
- TR01 No one certified as NCT
- TR02 NCT certification expired
- TR03 Tech not certified/supervised to install MFG equipment
- TR04 Tech MFG training certification expired
- TR05 Final Inspector not certified/trained
- TR06 QAP Contact training incomplete or expired

Off-Site Installations:

- OS00 Other _____
- OS01 Dealer not accredited for off-site installations
- OS02 Dedicated vehicle missing/not found
- OS03 Required tools missing/not found
- OS04 Dealer installing equipment not eligible for off-site

Guidelines:

- GL00 Other _____
- GLXX Where "X" is the guideline section not followed

Bylaws

- BY00 Other _____
- BY01 Unapproved Logo Use
- BY02 Violation of Bylaws

QAP Administration Software

- QA00 Other _____
- QA01 Jobs not being entered / submitted
- QA02 Customer contact information missing/incomplete
- QA03 Technician performing work not shown/missing
- QA04 Final Inspection missing/incomplete
- QA05 No evidence equipment operation training was provided
- QA06 No evidence of road test
- QA07 No evidence of final fitting
- QA08 No evidence of DRS assessment or customer experience
- QA09 No evidence that preventative maintenance schedule provided
- QA10 Client Driver license not on file
- QA11 Weight analysis missing/incomplete
- QA12 Weight analysis shows vehicle will exceed GVWR/GAWR/TWR
- QA13 Load Carrying capacity is insufficient for intended use
- QA14 Make inoperative form missing/not signed/incomplete
- QA15 Wiring diagram missing
- QA16 Supervisor name missing
- QA17 Customer file missing
- QA18 Client not informed in reduction of load carrying capacity
- QA19 Out of Area Service Form not completed/missing
- QA20 Customer acceptance signature missing
- QA21 New conversion delivered/entered that was not posted
- QA22 Vehicle delivery form missing/incomplete
- QA23 Alternate form used not approved by NMEDA

Equipment/Tools:

- EQ00 Other _____
- EQ01 Not calibrated/No evidence of calibration
- EQ02 Calibration Overdue or Expired
- EQ03 Required tool Missing/not found
- EQ04 No four corner scales
- EQ05 No torque wrench
- EQ06 No Multimeter
- EQ07 Missing/inadequate crimping tools
- EQ08 Missing floor jacks, stands, or hoist
- EQ09 Using tools that are not listed in the QCM

Structural Modifications:

- SM00 Other _____
- SM01 Does not comply with Guidelines
- SM02 Missing detailed work instructions
- SM03 No evidence of F/CMVSS compliance verification
- SM04 Structural manual missing/wrong manual used
- SM05 No welding certification/ or cert expired

Website:

- WS00 Other _____
- WS01 Website shows locations that are not QAP accredited
- WS02 Website shows new conversions offered that are not posted

Audit:

- 00 No Findings/Successful Audit
- AU00 Other _____
- AU01 Fees not paid/Overdue
- AU02 Unprepared/No Answer/Refused Audit
- AU03 Corrective Action Overdue
- AU04 Objective Evidence not present/Missing