## Audit Finding Code List

### 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

### 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

### 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

### 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:
- **AU00** Other
- **AU01** Fees not paid/Overdue
- **AU02** Unprepared/No Answer/Refused Audit
- **AU03** Corrective Action Overdue
- **AU04** Objective Evidence not present/Missing

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**QAP-F28 (H)**