ICC EVALUATION SERVICE

www.icc-es.org/save
1-800-423-6587
(562) 699-0543

A Subsidiary of the International Code Council®

Form VAR-QIR

ICC-ES SAVE PROGRAM™ VERIFICATION OF ATTRIBUTES REPORT QUALIFYING INSPECTION REPORT (VAR-QIR)

Date of Qualifying Inspection: _____ Name(s) of the Inspector(s): _____

Name of the Inspection Agency: _____

Name of the ICC-ES Staff Person Assigned to the Report/File: _____

ICC-ES VAR Report No. or File No.: _____

Name of the Applicant: _____

Address of the Applicant: _____

_____

Contact Person and Title: _____

Phone: _____ Fax: _____ E-mail: _____

Name of Inspected Facility (if different from applicant): _____

Address of Inspected Facility (if different from applicant): _____

Product(s) Inspected:

_____

Manufacturer's Representative and Title: _____

Phone: _____ Fax: _____ E-mail: _____

Signature of Manufacturer's Representative: _____

Signature(s) of Inspector(s): _____

Use this space to record names and titles of persons present at opening meeting:
Use this space to record names and titles of persons present at closing meeting:

Instructions

Introduction: This qualifying inspection report is for evaluating whether the manufacturer has effectively implemented the quality system described in the manufacturer's quality system documentation. Inspectors should note that they are to end the inspection immediately if it becomes apparent, early in the process, that the manufacturer is not actually ready to be inspected.

The Qualifying Inspection: During the inspection, indicate, in Part A, whether the information provided to ICC-ES and copied to the inspector is accurate, and in Part B whether the manufacturer has actually documented and implemented a quality system that meets the noted specific requirements set forth in Section 3.0 of the applicable SAVE program Evaluation Guideline. Check "Yes" if the required documentation exists and is effectively implemented. Check "No" if the documentation is lacking or is not effectively implemented.

If the inspector writes "No" in any section of the report, an explanatory comment needs to be included.

It is important to note that the inspector is responsible not only for determining if the specific areas of the quality system are implemented, but also for determining if the implemented process is reasonably effective. The inspector needs to have objective evidence that the manufacturer's quality assurance process ensures that product quality is consistent and acceptable. If the manufacturer is unable to provide to the inspector evidence of effective implementation of the quality system, corrective action must be requested.

The Report: The inspector will complete the attached report during the inspection. If there is a deficiency (finding), the finding will be detailed in the inspection report, and a Corrective Action Request (CAR) will be issued. CARs will clearly state what is required by the quality system and what the inspector actually found. The Qualifying Inspection Report (QIR) must be signed by the manufacturer and the inspector. A copy of the completed the QIR will be given to the manufacturer at the conclusion of the inspection. A copy of the completed QIR (or an equivalent) must be forwarded to ICC-ES by the inspector, to the attention of the ICC-ES staff person noted on page 1 of the QIR.

Resolution of CARS: The manufacturer must respond to each CAR noted on this form within 30 days of the inspection. CARs related to Part A of this form must be resolved by the manufacturer and/or report holder to the satisfaction of ICC-ES staff. CARs related to the quality system (Part B of this form) must be resolved by the manufacturer to the satisfaction of the inspection agency. ICC-ES reserves the right to require a re-inspection when deemed necessary by ICC-ES or the inspection agency.

PART A – VERIFICATION OF INFORMATION REQUIRED BY SECTION 3.0 OF APPLICABLE SAVE EVALUATION GUIDELINE (EG)

Indicate in the appropriate section below whether the information provided by ICC-ES on Form VAR-QDR, is accurate. Note any discrepancies in the space provided.

The inspection should not be conducted until the inspector has received a VAR-QDR form from ICC-ES. Date of VAR-QDR:_____

INFORMATION	INFORMATION VERIFIED DURING INSPECTION (YES/NO)	DESCRIPTION OF DOCUMENTATION USED TO VERIFY
1. Product name	**Yes** ☐ **No** ☐	
2. Components or constituents	**Yes** ☐ **No** ☐	
3. Manufacturing location(s)	**Yes** ☐ **No** ☐	
4. Manufacturing process	**Yes** ☐ **No** ☐	
5. Specifications	**Yes** ☐ **No** ☐	
6. Quality testing	**Yes** ☐ **No** ☐	
7. Product labeling	**Yes** ☐ **No** ☐	

Note discrepancies here:

PART B – QUALITY SYSTEM VERIFICATION (REFERENCE SECTION 3.0 OF THE APPLICABLE SAVE EVALUATION GUIDELINE)

EG SECTION	EG REQUIREMENT	RELEVANT QUALITY DOCUMENTATION (DOC. NAME, DATE, PAGE NO.)	QUALITY SYSTEM IMPLEMENTED? (YES/NO)
3.1.1	Is the quality system documentation signed and dated by an authorized representative of the manufacturer?		**Yes** ☐ **No** ☐
Comments:			
3.1.2	Are the facility street address, telephone number and contact person noted in the documentation correct?		**Yes** ☐ **No** ☐
Comments:			
3.1.3	Does the manufacturer have provisions for reviewing the quality system documentation? (It is required to be reviewed annually, at a minimum.) Are there provisions for documenting revisions to the quality system?		**Yes** ☐ **No** ☐
Comments:			
3.1.4	Is the product labeling consistent with the quality documentation, the evaluation report and information in Item 7 on Form VAR-QDR?		**Yes** ☐ **No** ☐
Comments:			
3.1.5	Using the identification that is applied to the finished product, conduct a traceability study by taking a finished product and tracing it back to the production and quality control records. Is traceability adequate?		**Yes** ☐ **No** ☐
Comments:			
3.1.6	Is the product flowchart or description of production methods contained in the quality documentation representative of the actual production flow and process, and consistent with information noted in Item 4 on Form VAR-QDR?		**Yes** ☐ **No** ☐
Comments:			
3.1.7	Does the quality documentation have provisions for documenting of product changes, evaluation of product changes and notification of the appropriate parties?		**Yes** ☐ **No** ☐
Comments:			
3.1.8	Does the manufacturer have documented procedures for inspection or test of incoming materials? Are they conducting the inspections and tests as required? Are the procedures and actions consistent with Item 6 of Form VAR-QDR?		**Yes** ☐ **No** ☐
Comments:			
3.1.9	Is the manufacturer conducting inspections and tests, as required in the quality documentation, for in-process quality control? Do these inspections or tests appear to be effective in ensuring consistency of product quality? Are the procedures and actions consistent with Item 6 of Form VAR-QDR?		**Yes** ☐ **No** ☐
Comments:			
3.1.10	Is the manufacturer conducting the final inspections or tests, as required in the quality documentation, prior to final approval and labeling of the finished product? Do these inspections and tests appear effective in ensuring that the product receiving the label complies with the requirements of the evaluation report? Are the procedures and actions consistent with Item 6 of Form VAR-QDR?		**Yes** ☐ **No** ☐
Comments:			
3.1.11	Are nonconforming materials segregated from conforming materials as directed in the quality documentation? Is there a specific area for quarantine of noncompliant material (whether it is raw material, in-process material or finished material) that did not meet the minimum specifications?		**Yes** ☐ **No** ☐

Summary of the Inspection

Inspector should note general observations on the manufacturer's quality system, facility and product manufacturing process.

CORRECTIVE ACTION REQUEST NO. _____

EG7 Section:	Quality Documentation (Doc. No. and Date):_____
Details of Inspection Findings	
Requirement:	
Findings:	

CORRECTIVE ACTION REQUEST NO. _____

EG7 Section:	Quality Documentation (Doc. No. and Date):_____
Details of Inspection Findings	
Requirement:	
Findings:	

(Make additional copies, if needed)