

Process for Plants Desiring Certification through the NCMA/ICPI *Quality Control Certification Program for Dry-Cast Manufactured Concrete Products Production Plants*

This document provides an overview of the process for plants that desire to become certified through the NCMA-ICPI *Plant Certification Program*.

A production plant that desires certification must follow the process below:

1. Establish and implement a quality control system complying with the requirements of the NCMA/ICPI Plant Quality Control Certification Program Version 1.01 requirements.
 - a. It is noted here that NCMA/ICPI requirements provide a minimum set of requirements, but do not address how a plant addresses QC processes. That is left up to the individual plant to develop and implement these processes.
 - b. An example of a quality control plan that is compliant with the requirements of the program is available for NCMA and ICPI members. This is available on the Member's Only section of the NCMA website or by contacting staff.
2. The plant must then engage an independent third party auditor to audit the plant's Quality Control System for compliance with the requirements of the NCMA/ICPI program.
 - a. The auditor must be certified by the American Society for Quality, or an equivalent nationally recognized program.
 - i. Contact NCMA staff for assistance in identifying a qualified auditor in your area.
 - b. The plant contracts with the auditor to perform an external audit. This audit must determine two things:
 - i. Does the plant's quality control system meet the minimum requirements of the NCMA/ICPI program?
 - ii. Does the plant follow the quality control system as written in their documentation, as evidenced by quality control records?
 - c. A checklist that auditors can use to assist in determining compliance with the program is available. NCMA members can obtain this checklist from the Member's Only section of the NCMA website. Auditors can obtain a copy by contacting NCMA staff.
3. The auditor will provide a letter to the plant documenting their audit findings.
 - a. If deficiencies are noted, the plant must correct these and provide evidence to the auditor that they have corrected these problems. The auditor must supply a follow-up letter documenting correction of deficiencies
4. The plant sends NCMA the application form for certification, the non-refundable application fee, and the letter from the auditor.
 - a. The letter from the auditor must state the following three things:
 - i. The quality control system the plant has implemented meets the requirements of the NCMA/ICPI Program.
 - ii. The plant follows the procedures outlined in their quality control system.
 - iii. Statement of qualifications of the auditor.
5. Assuming all information submitted is satisfactory, NCMA will issue a certification of the plant.
6. Initial certification is good for 1 year, commencing on the date the letter from the auditor was written.
7. Sixty days prior to expiration, NCMA will notify the plant that they will need to be audited and recertify. The recertification process is the same as that outlined in Steps 2, 3, 4, and 5 above.
 - a. The letter from the auditor for recertification must be dated no sooner than 30 days prior nor more than 90 days after the expiration of certification.
 - b. Recertification is good for 2 years, beginning at the expiration date of the previous certification.
8. If the plant does not recertify by 90 days following expiration, all requirements and procedures for initial certification must be satisfied.

For more information on the program, please contact Nick Lang at NCMA (703) 713-1900 or nlang@ncma.org.