

Florida Product Approval FAQ's

General Questions/Answers on process:

1. Who is eligible for a Quality Assurance Certificate?
 - a. Licensees that are currently in the Hallmark Certification Program who utilize Method 1 Option B and Method 1 Option D for some products
 - b. Other – Window, Door and Skylight Manufacturers

2. Why is a Quality Assurance Certificate used?
 - a. These certificates are used when a Florida Product Approval Application is submitted using Method 1 Option B or Method 1 Option D which is the Evaluation Report method of compliance submitted by a Florida Professional Engineer.

Note: State of Florida CHAPTER 61G20-3 PRODUCT APPROVAL DEFINITION (6) Approved quality assurance entity means an entity approved by the Commission pursuant to subsection 61G20-3.008(5), F.A.C., to provide oversight and determine that the product or system is being manufactured or assembled, per the submitted description, test results, or calculations to establish continual product performance.

3. Is a Quality Assurance Certificate required if a Hallmark Certification Program Licensee uses Method 1 Option A which is the Certification Mark of Listing?
 - a. A Quality Assurance Certificate is not necessary using Method 1 Option A because the quality assurance requirements for the certification are incorporated in the inspection during the regular WDMA Hallmark Certification program audit.

Note: WDMA Hallmark Certification automatically includes the Florida QA requirements of the active CCL # and the associated FL #'s on audit forms.
 - b. The Quality Assurance Expiration Date is the certification expiration date listed on the CCL.

4. What are the fees associated for each option?
 - a. Method 1 Option A - Certification Mark or Listing
 - 1) The fees are per the (WD-10) Hallmark Certification Program fee schedule. Administrative review for validation of a Florida Product Approval is \$200 per FL#.
 - b. Method 1 Option B or Method 1 Option D - Evaluation Report and Quality Assurance Certificate

- 1) The Quality Assurance fee is \$1000.00 annually per plant location inspected with active Quality Assurance Certificate(s)
5. When is a Florida Product Specific Audit required?
 - a. Additional inspections for Florida Product Approvals that list **WDMA** as their **Certification Agency** Method 1 Option A are not required for active CCL's. The WDMA Hallmark Certification Program exceeds the Florida product Approval Method 1 Option A Certification Mark or Listing requirements.
 - 1) The CCL# and the FL# are already captured on the WD-40 product audit form during audit, with no additional fees.
 - b. **Additional Inspection are required** if Florida Product Approvals list **WDMA** as their **Quality Assurance Entity** Method 1 Option B or Method 1 Option D - Evaluation Report and Quality Assurance Certificate
6. Which option is the most cost effective?
 - a. The Method 1 Option A is the most straight forward and can be used for any standards listed in the building code. This application method can include reports in accordance with the WDMA I.S.11 and AAMA 450 referenced standards. The Method 1 Option A can include the installation on different sub straights and anchoring methods provided that they are supplied by a registered evaluation entity or an independent Florida registered engineer or architect.

Certification Path – Method 1 Option A – No additional QA certificate needed

1. These are based on the CCL's with the configuration, option and expiration date.
 2. When the CCL expires, the Florida Product Approval expires; may or may not coincide with the 3-year Florida Building Code (FBC) cycle
 - Under each sub product, individual Florida Product approval line item numbers coincide with a specific Hallmark CCL number extension.
 - Example: FL1056.00 will have a CCL number 100-H-111.00 like this that goes with it.
 - Each Hallmark CCL number extension has a specific expiration date that needs to be listed under QA Expiration Date
- Quality Assurance Contract Expiration Date

11/06/2025
3. The manufacturer may make their own installation instructions provided that they are strictly "as-tested" so they are limited to tested substrates (wood/conc./metal) and anchors
 4. This path also allows for installation instructions with other substrates, provided that they are signed by a third-party Florida PE

5. If installation instructions were approved by a third party Florida PE, then validation is Administrative. If not third party the validation is Technical requiring same calculations and review as an Evaluation Report.
 - a. **Tested** - It is my understanding that all tested substrates comply when documented as tested by the test laboratory. An example of this would be a letter stating the report results including nail fin, strap installation and screws through the jamb as indicated in the referenced reports. This application would be uploaded for an administrative review from a validation entity.
 - b. **Third Party Evaluation Report** – The application may be uploaded including an evaluation report indicating the anchoring requirements and all intended substrates from a third party Florida Registered Professional Engineer. The application is uploaded as an administrative review from a validation entity. The validation entity does not require a P.E. on staff for administrative reviews.
 - c. **First Party Florida PE.** – A first party Florida Registered Professional Engineer may also develop the installation anchoring requirements for various installation substrates. The Application must be uploaded for Technical Review. This approach also requires an independent Florida Registered Professional Engineer to review the application at the validation entity.

6. Validated certification uploads are approved by Florida within 10 days

Internal Audit Procedure, External Audit Procedure, Fees associated with this option

1. WD-30 Plant with Florida audit is still performed on CCL listed products
 - Florida box at the top is checked Yes, date when due is listed in Comments box

Florida Product Approval Rule CHAPTER 61G20-3 states:

(d) Quality assurance agencies shall audit the quality assurance program of manufacturers and audit production quality of products. Auditing of a quality assurance program shall be by one or more of the following methods: visits to manufacturing facilities, inspection of products at construction sites, inspection of products at state distribution facilities or testing of regular production items. Such auditing shall be performed at intervals not to exceed 12 months.

AUDIT DATE:	LAST AUDIT DATE: 10/30/2013	INSPECTED BY: 6	LICENSEE NUMBER
LICENSEE:			
TELEPHONE: (715) 842-5688		EMAIL:	
MAIN CONTACT:			
PLANT CONTACT:			

Plant Participation Status								
Hallmark	Florida	# Wood Treat (WD-60)	# Fingerjoint (WD-50)	Edge Glue (WD-55)	PVC Validation (WD-61)	Aluminum Validation (WD-62)	Fiberglass Validation (WD-63)	Wood Validation (WD-64)
Yes	YES	3	N/A	2	N/A			
Comments: NFRD DUE F14; FL Due L14								

- Auditor will check labels to make sure FL# is listed on Florida Complete Listing of products in auditor download folder, sample label is collected and sent to office

11. Is a Florida Product Approval number being applied to product(s)? (Y/N) If yes verify against FBC website list and collect copies or picture of label.	<input type="radio"/> yes <input type="radio"/> no
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2. WD-40 Product with Florida audit is still performed on CCL listed products
 - Auditor will list Hallmark CCL number, associated FL#, and test report number

WDMA HALLMARK CERTIFICATION PROGRAM & FLORIDA QA INDIVIDUAL PRODUCT LINE INSPECTION FORM 

Florida Product Approval Rule CHAPTER 61G20-3 states:
 (4) Quality assurance agencies shall audit the quality assurance program of manufacturers and audit production quality of products. Auditing of a quality assurance program shall be by one or more of the following methods: visits to manufacturing facilities, inspection of products at construction sites, inspection of products at state distribution facilities or testing of regular production items. Such auditing shall be performed at intervals not to exceed 12 months.

INSPECTION DATE: 10/30/2013	INSPECTED BY: 6	LICENSEE NUMBER: [REDACTED]
LICENSEE [REDACTED]		

At Least 3 Products Must Be Audited
 (2-Regular, 1-4yr Ext Request-if applicable)

Desc	Product 1	Product 2	Product 3
Hallmark Number			
Florida Product Approval Number (if applicable)			
Test Report Number or Evaluation Report Number			

- No Fee After, already paid fee for Florida Validation of Hallmark Certified per FL # \$200.00

Evaluation Report Path – Method 1 Option B – Yes QA certificate needed

or

Evaluation Report Path – Method 1 Option D – Yes QA certificate needed

- This path can use a CCL # but is generally de-coupled from the CCL, so it allows for other options/configurations (including comparative analysis) based on engineering analysis
- This path requires third-party Quality Assurance; when the QA contract expires the FL# expires. QA contract expiration dates are generally set to exceed the FBC Cycle. If a QA contract is going to expire before a code change, a new contract can be signed with a new expiration date.
- The installation instructions are usually part of the work that the engineer provides along with the Evaluation Report document itself; any anchor or substrate type that can be qualified based on existing testing may be used.
 - Tested** - It is my understanding that all tested substrates comply when documented as tested by the test laboratory. An example of this would be a letter stating the report results including nail fin, strap installation and screws through the jamb as indicated in the referenced reports. This application would be uploaded for an administrative review from a validation entity.
 - Third Party Evaluation Report** – The application may be uploaded including an evaluation report indicating the anchoring requirements and all intended substrates from a third party Florida Registered Professional Engineer. The application is uploaded as an administrative review from a validation entity. The validation entity does not require a P.E. on staff for administrative reviews.
 - First Party Florida PE.** – A first party Florida Registered Professional Engineer may also develop the installation anchoring requirements for various installation substrates. The Application must be uploaded for Technical Review. This approach also requires an independent Florida Registered Professional Engineer to review the application at the validation entity.

4. Evaluation Report uploads Method 1 Option D requires a Technical Validation by a third-party.
5. Evaluation Report uploads are approved based on the 2-month cycle of the Florida Building Commission, and must be uploaded 5 to 6 weeks before they are fully approved.

Internal Audit Procedure, External Audit Procedure, Fees associated with this option

1. WD-30 Plant with Florida audit is still performed on QA Certificate listed products
 - Florida box at the top is checked Yes, date when due is listed in Comments box

Florida Product Approval Rule CHAPTER 61G20-3 states:

(d) Quality assurance agencies shall audit the quality assurance program of manufacturers and audit production quality of products. Auditing of a quality assurance program shall be by one or more of the following methods: visits to manufacturing facilities, inspection of products at construction sites, inspection of products at state distribution facilities or testing of regular production items. Such auditing shall be performed at intervals not to exceed 12 months.

AUDIT DATE:	LAST AUDIT DATE: 10/30/2013	INSPECTED BY: 6	LICENSEE NUMBER:
LICENSEE:			
TELEPHONE: (715) 842-5666		EMAIL:	
MAIN CONTACT:			
PLANT CONTACT:			

Plant Participation Status								
Hallmark	Florida	# Wood Treat (WD-60)	# Fingerjoint (WD-50)	Edge Glue (WD-55)	PVC Validation (WD-61)	Aluminum Validation (WD-62)	Fiberglass Validation (WD-63)	Wood Validation (WD-64)
Yes	YES	3	N/A	2	N/A			
Comments: NFRC DUE F14, FL Due L14								

- Auditor will check labels to make sure FPA number is listed on Florida Complete Evaluation Report Listing of products in auditor download folder, sample label is collected and sent to office (download eval report and check against it- don't dig into test report)

11. Is a Florida Product Approval number being applied to product(s)? (Y/N) If yes verify against FBC website list and collect copies or picture of label.	<input type="radio"/> yes <input type="radio"/> no
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- AMS will go out to the Florida Product Approval website and download all files for each company that used WDMA as the Quality Assurance Entity with an Evaluation Report instead of the test report/CCL method.
 - AMS will find and save all the files from each company that does it per this method, see example below
 - Z:\Florida Certifications\Manufacturer Name\PE Evaluations-Method 1 Option D\FL1111-R1
 - AMS will prepare the audit packet like normal per WI-120, but will also take the files saved in the example location listed below and copy it into the auditors folder for the specific plant
 - Z:\Florida Certifications\Manufacturer Name\PE Evaluations-Method 1 Option D\FL1111-R1

2. WD-40 Product with Florida audit is still performed on QA Certificate listed products
 - Auditor will list Hallmark CCL number, associated FL#, evaluation report number or if available the test report number associated on the evaluation report or evaluation report with CCL list uploaded by third party PE.

- 1 product from the PE Evaluation folder must be audited at each audit.
- If the Florida Product Approval number is not on the Florida list in the auditor folder, write this up as a finding.

WDMA HALLMARK CERTIFICATION PROGRAM
& FLORIDA QA INDIVIDUAL PRODUCT LINE INSPECTION FORM

WDMA

Florida Product Approval Rule CHAPTER 61G20-3 states:
(f) Quality assurance agencies shall audit the quality assurance program of manufacturers and audit production quality of products. Auditing of a quality assurance program shall be by one or more of the following methods: visits to manufacturing facilities, inspection of products at construction sites, inspection of products at state distribution facilities or testing of regular production items. Such auditing shall be performed at intervals not to exceed 12 months.

INSPECTION DATE: 10/30/2013	INSPECTED BY: 6	LICENSEE NUMBER: [REDACTED]
LICENSEE: [REDACTED]		

At Least 3 Products Must Be Audited
(2-Regular, 1-4yr Ext Request-if applicable)

Desc	Product 1	Product 2	Product 3
Hallmark Number			
Florida Product Approval Number (if applicable)			
Test Report Number or Evaluation Report Number			

- From the above products listed to be inspected, the Auditor will review Evaluation report numbers associated with this product. Auditor will show the Licensee the Florida Complete Evaluation Report Listing and will ask the Licensee which evaluation report goes with the products selected.
3. A \$1000.00 Annual Fee includes the QA Certificate, and an inclusive audit of Florida Approved Products which were done by an Evaluation Report uploaded to Florida Site.
- (If products are made at more than 1 plant, this fee is per the number of plants listed on the QA certificate.)