

Appendix 1
Reference Table for Quality Control Program Auditor - Roofing Product Manufacturer

Requirement	Section/Page Number(s) where Item is Addressed in Quality Manual	Auditor: Does Quality Control Program Comply with Requirements?
Must have a Quality Control Manual or equivalent	N/A	
Documented approval of Quality Control program by an approved, independent agency and describing changes to the Quality Control Program.		
There should be clear indication through working documents, review of materials and interviews that the guidelines of the Quality Control Program are being followed in practice.		
Valid agreement with a qualified quality control inspection agency for annual reviews of Quality Control procedures		
If an audit has previously been conducted, review the results of that audit and corrective actions to ensure that prior deficiencies as would relate to the Metal Construction Association Roofing Certification Program have been corrected.		
Documented ordering practices for substrates and coatings that are consistent with Metal Construction Association roofing product certification.		
Documented procedures to ensure that incoming materials comply with the MCA Base Material and Finish Specifications		
With a certification issued at least annually, the responsible parties for the coating process of materials used in the Metal Construction Association Certified Roofing Program must attest that all of the specific MCA requirements are being met.		
Incoming materials must include specific information regarding purchase order identification and physical properties as outlined in the MCA guidelines.		
If incoming inspection or testing is part of the roofing manufacturers Quality Practice, all testing equipment used to verify incoming compliance with the MCA guidelines shall comply with calibration and standards traceability.		
Description of the method by which roofing products can be traced to inspection and production records for substrates, paint finishes and coatings		
Documented procedures to guarantee that roofing products and related packaging manufactured from non-conforming materials are not labeled with the Metal Construction Association label		
Table of roofing products, substrates, paint or coating trade names, paint or coating supplier's Metal Construction Association approval numbers, and Metal Construction Association performance categories, as applicable, for which Metal Construction Association Roofing Certification Program approval has been granted.		
Documented procedures for labeling Metal Construction Association certified metal roofing products or related packaging.		
Documented procedures to insure that labeled Metal Construction Association Certified Approved products or related packaging are distributed or resold only under parameters noted in the MCA Memorandum of Understanding.		
Documented procedures for displaying the Metal Construction Association Roofing Certification Program logo		
Statement in the Quality Control Manual that only roofing products or related packaging that comply with Metal Construction Association performance requirements will be labeled.		

Signature of Auditor or Corporate Quality Manager

Date

In the event of non-compliance, see attached documents.