Form Q-24

APPROVED

Date of Inspection*	05-18-2022
ICC-ES Evaluation Report Number * *Please fill out a separate Q-24 for each master/follower report number as applicable.	BOCA-93-36.02
Reissue Date of Evaluation Report * *This date can be found on the upper right-hand corner of the first page of the evaluation report published on the ICC-ES website.	08-01-2003
Revision or Correction Date of Evaluation Report * *This date can be found on the upper right-hand corner or at the bottom of the first page of the evaluation report published on the ICC-ES website.	N/A
Name of Report Holder*	Portland Stone Ware Co., Inc.
Name of Manufacturing Facility*	Portland Stone Ware Co., Inc.
Manufacturer's Representative Name*	Donna Morgan
Manufacturer's Representative Title	President/Owner
Manufacturer's Representative E-Mail Address*	dmorgan@portlandstoneware.com
Manufacturer's Representative Phone Number	(978) 459-7272

Address of Inspected Facility *	Street*	City*	State*
	10 McGrath Rd, PO Box 670	Methuen	Massachusetts

Country and Province, if outside of the United States*	United States
Names of Products Inspected* *Be sure to identify products using names provided in the evaluation report.	The Portland Column
Name of Agency Conducting Inspection*	ICC NTA, LLC
Name of Inspector*	Kyle Lacefield
Inspector's E-Mail Address*	klacefield@icc-nta.org
Inspector's Phone Number	(574) 213-4994
Inspector's Time of Arrival*	08:00 AM

Inspector's Time of Departure* 09:45 AM

Was product being produced at the time of inspection? * (•) Yes ( ) No

Name of ICC-ES Staff Person Reviewing This Report*

APPROVED
By Jay Lee at 2:03 pm, May 26, 2022

Instructions

Introduction:

The purposes of the follow-up plant inspection are to verify that the product being produced is consistent with the product used in the qualifying tests and recognized in the ICC-ES evaluation report or listing; that the documented quality system continues to meet ICC-ES requirements; and that the quality system is effectively implemented.

The Plant Inspection:

The inspector should verify that documents and processes (including the current quality documentation) observed at the listee or report holder's facility during the inspection are consistent with the information provided by ICC-ES. A simple check in the Yes/No boxes may not suffice; if needed, use the comments sections or use an attached document for your remarks or explanations. The inspector should, to the extent possible, inspect the product recognized in the ICC-ES evaluation report or listing to assess conformance to specifications as described in the ICC-ES evaluation report or listing and ICC-ES supporting documents. Additionally, the inspector must use the ICC-ES supporting documents, the manufacturer's current quality documentation and operating procedures, and the manufacturing process records, to evaluate the implementation and effectiveness of the facility's quality management system. **If there are questions regarding which documents to verify, please contact ICC-ES (inspections@icc-es.org).**

The Report:

The inspector will complete this report during the inspection. If there is a nonconformity, the nonconformity will be detailed in the inspection report, and a Corrective Action Request (CAR) will be issued. CARs must clearly state what is required by the ICC-ES Acceptance Criteria for Quality Documentation (AC10) and by the manufacturer's documented quality system, and what the inspector actually found. This Follow-up Inspection Report must be signed by the manufacturer's representative and by the inspector. A copy of this report, and any CARs, must be given to the manufacturer's representative (and/or the report holder or listee, if the manufacturer and the report holder or listee are different) at the conclusion of the inspection, and a copy must be forwarded to ICC-ES.

Resolution of CARS:

The manufacturer must respond to each CAR within 30 days of the inspection. CARs must be resolved by the manufacturer (or the report holder or listee, if the manufacturer and the report holder or listee are different) to the satisfaction of ICC-ES. ICC-ES reserves the right to require another follow-up inspection, to confirm corrective actions, when deemed necessary.

REVIEW OF NONCONFORMANCE(S) FROM PREVIOUS INSPECTION

Reviewed effectiveness of correction plan for nonconformance(s) issued during previous inspection? *	◉ Yes ○ No
Is the implementation of the resolution(s) satisfactory? *	◉ Yes ○ No
Is additional follow-up required? (please provide a comment if additional follow-up is required) *	○ Yes ◉ No

Comments:

Reviewed previous inspection and found no corrective actions.

PART A – PRODUCT VERIFICATION

AC10 Section	AC10 Requirement	Quality System Implemented (Yes/No)
1.	Are the manufacturer's quality manual and operating procedures consistent with the quality documentation submitted to ICC-ES? Note any discrepancies and provide applicable copies. *	◉ Yes ○ No
2.	Are the manufacturer's documented procedures, for inspection or testing of incoming materials, being carried out? *	◉ Yes ○ No
	Are the procedures consistent with the quality documents submitted to ICC-ES? *	◉ Yes ○ No
	QM Sec. 2.2 - Incoming materials are Portland Cement which come with Mill Certifications and ASTM A513 compliant steel tubing, which also comes with mill test report. Tubing is visually checked for damage prior to acceptance.	
3.	Is this manufacturer conducting inspections and tests, as required in the quality documentation, for in-process quality control? *	◉ Yes ○ No
	Are these inspections and tests sufficient to ensure consistency of product quality? *	◉ Yes ○ No ○ N/A
	Are the procedures and tests consistent with what is described in the quality documents submitted to ICC-ES? *	◉ Yes ○ No

	QM Sec. 2.3 - twice a year, compressive testing is done on concrete to ensure a minimum of 2500 psi after 28 days. All values reviewed were at least double the minimum compressive strength.	
4.	Is the manufacturer conducting final inspections and tests, prior to final approval and labeling of the finished product? *	◉ Yes ○ No
	Do these inspections or tests ensure that the product receiving the label complies with the applicable specifications and design values? *	◉ Yes ○ No
	QM Sec. 2.4 - visual inspection prior to packaging and shipping.	
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 the traceability adequate? *	◉ Yes ○ No
	Traceability study was successful.	
6a.	Does this facility presently label product for private label listees? If yes, please complete Section 6b. *	○ Yes ◉ No
	N/A	

6b.	List the name of each private label listee for which there is labeling with the ICC-ES report number and/or mark. (A list of authorized listees appears below the report holder's name on the evaluation report) N/A

6c.	Is the product labeling consistent with what is described in the quality documentation *	◉ Yes ○ No
	Is the product labeling consistent with what is described in the "Identification" section of the evaluation report or listing? (Verify that these guidelines apply to all products labeled with the ICC-ES report number or mark.) *	◉ Yes ○ No
QM Sec. 2.1.4 - product labeling complies with evaluation report.		

PART B – QUALITY SYSTEM VERIFICATION

AC10 Section	AC10 Requirement	Quality System Implemented (Yes/No)
2.1.2	Is the facility street address, telephone number and contact person, as noted in the documentation, correct? *	◉ Yes ○ No
	QM Sec. 2.1.0 and Sec. 2.1.2 - compliant.	
2.1.3	Is the manufacturer reviewing the quality system documentation a minimum of once every two (2) years? *	◉ Yes ○ No
	Is there a revision log included in the quality documentation that is kept current and dated? (If the date of the quality documentation provided by ICC-ES for the follow-up inspection is different from the date of the quality documentation at the manufacturing plant, or if revisions have been made to the quality documentation, please provide to ICC-ES a copy of the revision record with an explanation of the changes that were made.) *	◉ Yes ○ No
	QM Sec. 2.1.3 - QM Is reviewed annually. QM Rev Date May 2022. No major changes to quality system.	
2.1.6	Is the product flowchart or the description of production methods, as contained in the manufacturer's quality documentation, representative of the actual production flow and process? *	◉ Yes ○ No
	QM Sec. 2.1.6 - representative of actual flow.	

2.1.7	ICC-ES must be notified of any significant product changes so that those changes may be evaluated and documented. Does the quality documentation have procedures to notify ICC-ES and other appropriate parties of any product changes? *	◉ Yes ○ No
	Has the product changed significantly since the last inspection? If yes, describe the change in the comments section below. *	○ Yes ◉ No
QM Sec. 2.1.7 - compliant.		

2.1.8	Is the organizational chart up-to-date, and are the duties and responsibilities of key positions in the quality program identified? *	◉ Yes ○ No
QM Sec. 2.1.8 - compliant.		

2.1.9	Are the products packaged and stored per the manufacturer's quality documentation and operating procedures? *	◉ Yes ○ No
QM Sec. 2.1.10 - packaged per quality documentation requirements.		

2.1.10	Are records of all significant complaints about the product being kept? *	◉ Yes ○ No
	Is appropriate action being taken with respect to such complaints? *	◉ Yes ○ No
	Are the actions being documented? *	◉ Yes ○ No

QM Sec. 2.1.11 - reviewed complaints policy and found compliant.	

2.5	Are nonconforming materials segregated from conforming materials as directed in this manufacturer's quality manual and operating procedures? *	◉ Yes ○ No
QM Sec. 2.2 - nonconforming product is scrapped immediately.		

2.6.1	Does the manufacturer maintain a list that includes all the critical measuring and test equipment? *	◉ Yes ○ No
	Does the equipment identified on this list have current calibration records? *	◉ Yes ○ No
QM Sec. 2.3 - Only critical test and measuring equipment is the weigh batcher, calibration certificates reviewed.		

2.7.1	Is the manufacturer actually using the forms, checklists and reports identified in the manufacturer's quality documentation to record manufacturing and quality process metrics? *	◉ Yes ○ No

2.7.2	Are the quality records as noted in item 2.7.1, above (forms, checklists and reports), approved by responsible personnel as required by the manufacturer's quality documentation? *	◉ Yes ○ No

2.7.3	Are all manufacturing and quality records maintained for a minimum of two years? (Examples are reports resulting from the manufacturer's own tests and inspections.) *	◉ Yes ○ No
Documents retained for at least 2 years.		

SUMMARY OF THE INSPECTION

Inspector should note general observations on the manufacturer's quality system, facility and product manufacturing process. (Include details as appropriate.)

Conducted onsite inspection with Donna Morgan, Kirsten Schuler, and Lupe Rodriguez on 5/18/2022. Reviewed previous inspection and found no corrective actions. Reviewed all production and quality processes and found no nonconformances. Reviewed all calibrations and found compliant with AC10 requirements. Plant floor walkthrough was conducted and found no nonconformances. Overall, the quality documentation in place seems adequate to ensure final product quality. No corrective actions were found as a result of today's inspection.

Findings should be entered in the blocks provided below, and defined as falling into one of the categories:

Concern – A weakness in the quality system that needs to be corrected to head off the possibility of future CARs.

Comment – A suggestion for improvement.

Comment

Concern

All CARs

No CARs Found.

Signature of Manufacturer's Representative :

Name of Signer:
Donna Morgan

Title:
President/Owner

Email of Signer:
dmorgan@portlandstoneware.com

Date:
05-18-2022

☒ By checking this box, you consent to the use of an electronic record to document your acceptance to this agreement. Checking the box is the legal equivalent of physically signing this document. You may withdraw your consent to the use of the electronic record to constitute your assent by sending an email to es@icc-es.org with “Revoke Electronic Consent” in the subject line. However, in such case, in order to continue using ICC-ES services, you will be required to provide a physical signature to ICC-ES. To view and retain a copy of this disclosure or any information regarding your enrollment in this program, you will need (i) a device (such as a computer or mobile phone) with a web browser and internet access and (ii) either a printer or storage space on such device. For a free paper copy, or to update our records of your contact information, send an email to es@icc-es.org with contact information and the address for delivery.

Signature(s) of Inspector(s) :

Name of Signer:*
Kyle Lacefield

Title:
Quality Auditor

Email of Signer:*
klacefield@icc-nta.org

Date:
05-18-2022

☒ By checking this box, you consent to the use of an electronic record to document your acceptance to this agreement. Checking the box is the legal equivalent of physically signing this document. You may withdraw your consent to the use of the electronic record to constitute your assent by sending an email to es@icc-es.org with “Revoke Electronic Consent” in the subject line. However, in such case, in order to continue using ICC-ES services, you will be required to provide a physical signature to ICC-ES. To view and retain a copy of this disclosure or any information regarding your enrollment in this program, you will need (i) a device (such as a computer or mobile phone) with a web browser and internet access and (ii) either a printer or storage space on such device. For a free paper copy, or to update our records of your contact information, send an email to es@icc-es.org with contact information and the address for delivery.

September 12, 2017
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