APPROVED

Form Q-24

Date of Inspection*	06-07-2023
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.	08/2003
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*	Kirsten Schuler
Manufacturer's Representative Title	Product Specialist
Manufacturer's Representative E-Mail Address*	kschuler@portlandstoneware.com
Manufacturer's Representative Phone Number	(734) 634-1490

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*	Bruce Swartz
Inspector's E-Mail Address*	bswartz@icc-nta.org
Inspector's Phone Number	(574) 354-9052
Inspector's Time of Arrival*	08:45 AM

Inspector's Time of Departure* 11:00 AM

Was product being produced at the time of inspection? * ○ Yes ◉ No

Name of ICC-ES Staff Person Reviewing This Report* Date*

APPROVED
By Diana Salas at 10:06 am, Jun 16, 2023

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.

PRODUCT SAMPLING

INSPECTOR: Please ensure to complete sections 5b & 5c if product sampling is required. **MANUFACTURER:** If product sampling is required, please ensure to send the selected product to:

E84 Samples:	All Other Samples:
ICC NTA, LLC 6151 Mumford Rd. Bryan, TX 77807	ICC NTA, LLC 257 E Randolph St. Nappanee, IN 46550

Please contact if you have any questions about this process.

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 audit dated: 5/18/2022. No CARs, Concerns or Comments were noted during that inspection. No follow-up required at this time.

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
	The documentation originally submitted to ICC-ES was not reviewed prior to the audit and cannot be verified. However, revision history was reviewed, and no major changes were found. Current Quality Manual/Documentation dated: May 1st 2022	
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
	Tubes are bought from 3 mills. Cement and sand are delivered to production site. All materials have mill certs (tubes), COAs (Cement type 3, sand and stone). All data is reviewed and archived for future referenced The documentation originally submitted to ICC-ES was not reviewed prior to the audit and cannot be verified. However, revision history was reviewed, and no major changes were found.	
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
	Twice a year they complete 28 day core testing and 7 day tests, both done by 3rd party labs The documentation originally submitted to ICC-ES was not reviewed prior to the audit and cannot be verified. However, revision history was reviewed, and no major changes were found.	

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
Complete visual inspection of the product prior to packaging and storage.		

5a.	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
Production tickets contain the basic materials that go into the making of the columns. Columns are bundled in lots of 37. Each lot is then given a Lot #		
5b.	If product sampling is required, provide name of sample product selected. The selected sample should be tagged accordingly. • Samples for testing and examination shall be selected in accordance with the specified relevant requirements. They shall be representative of the models to be listed and made using components and subassemblies identical to those used in production. Samples selected shall also be made from production tools and assembled using methods established for the production run. • Obtain enough samples for testing using a means so that the selected samples cannot be substituted • Whenever possible, also obtain an equal number of samples from the same batch for backup, using the same method above, and leave these samples with the manufacturer. The backup samples are to be used in case the original samples, being sent to the laboratory, get lost during shipping or in case there is a failure during testing by the laboratory and the listee wants to retest to confirm the results. The manufacturer can use the backup samples again once the laboratory has issued a test report based on the original selected samples. • Mark sampled product with the following information: Date, Inspector Initials VT Report Number & location code (example: 3/1/22 AH VT ESR-9999 C0000-01)	

Date of Manufacture:		Product Name: *Be sure to identify products using names provided in the evaluation report.	
Model:		Test Type:	
Batch/Lot #:		#Qty sampled:	
Loc code#:	P3310		

5c.	If finished product was unavailable, provide explanation. n/a	
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

Labeling is compliant with the current QM and ESR requirements.	

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
	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in QM page 1, section 2.1.1	
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
	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in QM page 1, section 2.1.3 Review and Revision Dates	
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
	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 2, section 2.1.6 Work 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
Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 2 section 2.1.7. No changes to the product or process since the last audit		

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
Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 3 section 2.1.8		

2.1.9	Are the products packaged and stored per the manufacturer's quality documentation and operating procedures? *	◉ Yes ○ No
Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 3 section 2.1.10		

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

	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 3, section 2.1.11	

2.5	Are nonconforming materials segregated from conforming materials as directed in this manufacturer's quality manual and operating procedures? *	◉ Yes ○ No
	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 5 section 2.5	

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
	Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current gauge list. Only gauge onsite is their scale (see pic in documents). Worcester Scale does the calibration and they are ISO 17025 cert'd through ANAB	

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
	Based upon the review of forms, checklists, both hard-copy and electronic, and during the plant tour inspection. It was evident that the required documentation was in use and up to standard.	

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

Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM page 3 section 2.1.8 Organization Information	

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
Per current quality documentation, to include manuals, SOPs, company directives, presentations, etc., information is located in current QM on page 5 section 2.7.3 record retention		

SUMMARY OF THE INSPECTION

Was inspection conducted remotely? *

○ Yes ◉ No

IF "yes," did technology used allow you to achieve your inspection objectives? *

○ Yes ○ No

Please provide details *

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

Audit was completed with the assistance of Kirsten Schuler. She was able to provide all the necessary documentation to complete the audit. The current quality manual/system is more than sufficient to support current production. No CARs were noted during the audit.

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

ICC Evaluation Service, LLC
Western Regional Office 3060 Saturn Street, Suite 100 Brea, CA 92821
t: 1.800.423.6587, ext. 1 f: 562.695.4694 www.icc-es.org

All CARs

No CARs Found.

Signature of Manufacturer's Representative :

Name of Signer:
Kirsten Schuler

Title:
Product Specialist

Email of Signer:
kschuler@portlandstoneware.com

Date:
06-07-2023

☒ 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:*
Bruce Swartz

Title:
Quality Auditor

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

Date:
06-07-2023

☒ 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.

Revision Date: September 20, 2022