

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATIONS
MATERIALS CONTROL GROUP
FACILITY AUDIT APPROVAL PROCESS**

REQUEST FOR FACILITY AUDIT:

Please note that the facility audit for fabrication shops or batch plants located within a 30 radius of the Public Works Bureau of Contract Administration office will be conducted by the Bureau of Contract Administration Materials Control Group (MCG) staff.

For audits located outside of the radius a third party inspection agency approved by MCG will be utilized. Any cost associated with the use of a third party inspection agency will be the responsibility of the applicant. Please refer to the MCG sample handout sections D & E “APPROVAL OF THIRD PARTY INSPECTION”

- 1. Submit a facility audit request, signed by the applicant and owner/corporation officer. The request shall be submitted on the applicant’s official letterhead.**
- 2. Description of Organization: Provide a brief history of the organization and include description of the products and components that are being fabricated. Provide an organizational chart showing the names and titles of the principal and responsible employees for all quality control activities. List all locations and addresses of the company/corp where the fabrication will be taking place.**
- 3. Material Description: Include a general description of each kind of material entering into the final product and a description of the final product. All materials shall be acceptable in accordance with the approved plans, specifications, submittals, Standard Specifications for Public work, Brown book, and if applicable Bureau of Street Lighting Blue book, LADOT read book, or COLA standard plan requirements. Other code and requirements may be added depending on specific type of fabrication being performed by the facility.**
- 4. Equipment List: Include all major items of equipment necessary to properly fabricate the product. Provide all updated equipment/calibration certifications.**
- 5. Operating and Quality Control Manuals: Include a description of operating procedures and detailed description of in-plant inspection and test methods. When necessary to maintain effective quality control or product identification, a system of traceability for materials used in fabrication will be maintained by the**

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATIONS
MATERIALS CONTROL GROUP**

FACILITY AUDIT APPROVAL PROCESS

fabricator applicant and reviewed by the MCG representative. Identification and tracking of materials through the various stages of the fabrication shall be done with the use of mill certificates, the assigned job numbers and/or date stamping. The City of Los Angeles Public Works project title and work order number shall be listed on the tracking sheets.

Provide a list of all Personnel who are responsible for the effectiveness of fabrication quality control and by whom the “in-shop” inspections are performed by.

-Quality Control supervision shall be separate from production supervision. Provide a list of the reference materials available on site to all quality control personnel.

6. Plant Description: Provide a brief description of the facility, number of buildings, layout area, fabrication area etc.

7. Experience of Company: Describe the background and experience in the type of fabrication for which the application is being made.

8. Identification: Include a graphic sample of a label, stencil, or any acceptable method of identification that will be applied to each fabricated piece being delivered to an “LADPW” project site. Bundled or boxed fabricated pieces need only be identified once. Items shall be identified based on the type of fabrication being approved.

- Structural per LADBS bulletin #42
- Street lights per BSL Blue Book
- LADOT Traffic Lights per LADOT Red book.

For any items that do not fall into one of the above mentioned categories please confirm identification requirements with the Materials Control Group.

9. Facility Audit Inspection: Inspections and investigation of applications shall be performed by Department of Public Works Bureau of Contract Administration Materials Control Group (MCG) personnel or by a third party inspection agency that has been approved by the MCG prior to any inspection taking place. Authorized employees of MCG or assigned Third Party inspection staff will inspect the fabricator's plant, equipment, procedures, operations and products within the scope of fabricator's request and may require exposure for inspection or tests of materials or products that may be deemed necessary to assure

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BUREAU OF CONTRACT ADMINISTRATIONS
MATERIALS CONTROL GROUP
FACILITY AUDIT APPROVAL PROCESS**

compliance with the above mentioned documentation. Such tests shall be made at no expense to the City.

Further, the Department retains the right to investigate, conduct onsite visits or require additional documentation if it is deemed necessary. Such investigations shall be made at no expense to the City.

10. Renewal: Approximately 60 days prior to expiration of approval, the fabricator shall notify the Bureau of Contract Administrations Materials Control Group that their fabricator/facility approval is expiring. The notification shall include any changes in equipment and or personnel. Upon receiving the notification, MCG will determine if another facility visit is required or if the original approval will be extended for an additional two year period.

11. Follow-up Audits: The fabricator shall notify the Bureau of Contract Administration Materials Control group of any change of responsible personnel or other conditions from that previously reported in the original facility audit request. Changes in equipment, processes, or key personnel which directly affect conformity with the scope of approval for which the facility approval was originally issued shall be reported to MCG within 30 days of the effective date of such change. MCG will review the notification and will notify the facility if any further action is required.

Examples of changes considered a major modification of the facility approval are:

- change of plant/shop location;
- addition of a branch plant or facility;
- change of materials used in fabrication;
- change in fabrication process;
- change of quality control personnel.

Examples minor changes:

- Change of street address or zip (without physically moving)
- Phone number

12. Branches: Branches which the applicant desires to be included in the acceptance shall be listed in the initial facility audit request.

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BUREAU OF CONTRACT ADMINISTRATIONS
MATERIALS CONTROL GROUP
FACILITY AUDIT APPROVAL PROCESS**

13. Revocation: The Bureau of Contract Administration Materials Control Group may suspend or revoke a facility audit approval for sufficient cause.

Notes:

- Facility Audit request is received from the vendor detailing the type of work, location/locations of work, Company and QC contacts.
- Facility to provide or open B-permit for Materials Control Group (MCG) Inspection, Bureau of Engineering(BOE), and/or Bureau of Street Lighting (BSL) costs.
- Is the facility on the LADBS approved Fabricator List?
- Has BSL or BOE issued conditional approval of shop drawings of the fabricated items?
- Does the facility possess any special certifications or accreditations (AISC, AWS, etc.)? If yes submit to BCA Materials Control Group.
- Submit all QC control/assurance and fabrication plans to BCA Materials Control Group
- Does the facility have all necessary equipment to perform any and all required testing per LADOT Red Book, BSL Blue Book, SSPWC and Brown Book and/or applicable code?
- After MCG has an initial review period of the supplied documents, a meeting with all partners shall be scheduled to discuss the work and address any concerns with the provided information and/or conditionally approved shop drawings.
- MCG will determine if the Audit will be considered a local inspection or third party inspection (TPI). If a TPI is required, the vendor/fabricator shall submit a TPI request letter per the Materials Control Group Sample Handout.
- After any document related issues, including shop drawings, have been resolved the in-person inspection will be coordinated with MCG Staff and/or TPI agency.
- Data will be collected and verified during the in person facility audit/inspection.
- Collected data will be reviewed and the vendor will be notified of any required corrections.
- Final decision will be rendered by the Materials Control Group.
- Facility approval will be issued.

**DEPARTMENT OF PUBLIC WORKS
BUREAU OF CONTRACT ADMINISTRATIONS
MATERIALS CONTROL GROUP
FACILITY AUDIT APPROVAL PROCESS**

Sample Request Letter:

John's Construction Co.
2417 W. Wilshire BL, SuiteXXX
Los Angeles, CA 90017

Attention:

Jerry Simpson-Harris, Principal Construction Inspector
Department of Public Works
Bureau of Contract Administration
Materials Control Group
1149 S. Broadway, Suite 300
Los Angeles, CA 90015

March 16, 2022

Dear Mr. Miles:

This is a request for the Bureau of Contract Administration Materials Control Group to perform a facility audit. We, *John's Fabrication Co.*, are requesting to have our facility audited for the approval to fabricate Cogs and sprockets for use on City of Los Angeles Public Works Project. Please review the attached documents and advise.

1. Company name and address
2. Names and titles of company officers and QC personnel
3. Description of organization
4. Material/Product Description
5. Equipment list and calibration certificates
6. Operating and Quality Control Manuals
7. Plant Description
8. Experience of Company
9. Location of fabrication (any other branches/facilities)

Please let us know if any further information is required.

Sincerely,

John White, Project Manager/Owner

John's Construction Co.

(XXX) 555-1212