STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures (FAS)
PO Box 44430 Olympia, Washington 98504-4430

This informational packet contains the rules and regulations for manufacturing Recreational Vehicles to be sold or leased in the State of Washington.

We have a "State plan" approval program for Recreational Vehicles.

In order to manufacture or RV's for sale or lease in Washington:

1. You must have a bond and be registered with the Department of Licensing, Vehicle Service Section. They can be contacted at (360) 664-6466 or http://www.dol.wa.gov/business/vehiclevesselmanufacturer/

2. You must have a contract signed by an officer of your company. (Copy enclosed)

3. Submit your model plans and your quality control manual along with a competed plan approval request form and new plan fee for each. See current RVIA UPA-1 for requirements:(See WAC 296-150R-3000 for fees)

4. The State of Washington has adopted the current edition of NFPA 1192 Standard for Recreational Vehicles- and the referenced edition of NFPA 70, National Electrical Code Section 551 Recreational Vehicles.

5. The department must inspect and certify the plant prior to issuing insignias to verify the plant is building to your approved Quality Control Manual and approved plans.

If you have any questions, please feel free to contact us at 1-800-705-1411 Option 3, or email FAS1@lni.wa.gov.

Sincerely,

FAS Program

Enclosures:

Contract
Plan Submittal Guidelines
Plan Approval Request Form
Quality Control Manual Checklist
Manufacturing Location List
Dealer List
Insignia Request Form

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures (FAS)
PO Box 44430 Olympia, Washington 98504-4430

TO: ALL MANUFACTURERS OF RECREATIONAL VEHICLES

SUBJECT: State Plan (Self-Inspection) of Recreational Vehicles

Dear Recreational Vehicle Manufacturer:

The Washington State Department of Labor and Industries, Factory Assembled Structures Program, appreciates your participation in our Recreational Vehicle Manufacturer State Plan (Self-Inspection) Program.

This program has been successful in ensuring that Recreational Vehicles which are sold or leased for use in Washington State are in compliance with state laws and requirements. The department's approval of each manufacturers Quality Control Manual (QCM), coupled with Certification and audits of the manufacturer's Quality Control process, meets the requirements in Chapter 296-150R of the Washington Administrative Code (WAC), allowing for a State Plan (self-inspection) process in lieu of an actual inspection of each RV unit by the department.

Please include the following signed contract with your QCM submittal if you are a new manufacturer.

Sincerely,

Factory Assembled Structures

CONTRACT FOR STATE PLAN (SELF-INSPECTIONS)
RECREATIONAL VEHICLE MANUFACTURERS
BETWEEN
STATE OF WASHINGTON
DEPARTMENT OF LABOR & INDUSTRIES
AND

_____
(Manufacturer's Name)

This Contract is made and entered into by and between the Washington State Department of Labor & Industries (hereinafter called "L&I" or the "department"), and

_____
(Manufacturer's Name)

_____
(Manufacturer's Address)

_____
(Manufacturer's Address)

Telephone: _____

Facsimile: _____

E-mail: _____

(hereinafter called "Manufacturer").

PURPOSE

The Manufacturer desires to be authorized by L&I to self-inspect the units it manufactures for sale within Washington State pursuant to WAC 296-150R-0010, rather than incur the increased delay and expense of obtaining state inspections of each individual unit. L&I desires to enforce its regulations regarding Recreational Vehicles in an efficient and expeditious manner, for the protection of the consuming public, without unduly impeding the business of the Manufacturer. Therefore, the parties agree it is in their mutual benefit to formally undertake a State Plan (self inspection) program.

In consideration of the terms and conditions contained herein, the parties agree as follows:

MANUFACTURER RESPONSIBILITIES

The Manufacturer Shall:

1. Comply with all current and future Washington Administrative Code provisions applicable to Recreational Vehicles, provide to L&I any and all current quality control manuals to include any amendments thereto as they occur- pursuant to WAC 296-150R-0400. These manuals must contain specific management procedures by which the undersigned Recreational Vehicle Manufacturer's manager will assure that inspections will be carried out.
2. Provide to the department, for its approval prior to delivery in the State of Washington, design plans for each and every model of Recreational Vehicles intended for sale in the State of Washington. These plans shall be of sufficient detail to assure compliance with all applicable codes or standards.
3. Affix the certification insignia provided by the Department to each of its units prior to the unit leaving the manufacturing facility and entering the State of Washington. By affixing said insignia, the undersigned recreational vehicle Manufacturer certifies to the Department, the dealer, and the ultimate buyer that inspections and tests were conducted by the Manufacturer in compliance with its Quality Control Manual and that the particular unit is in compliance with all applicable codes and standards.
4. Provide to the Department a list of all dealers selling the Manufacturer's recreational vehicle products in the State of Washington.
5. Allow periodic unannounced audits by the Department to the Manufacturer's facility or at dealer's lots pursuant to WAC 296-150R-0700(1). This audit is to ensure that the Manufacturer is complying with provisions of their quality control manual, the WAC rules, and this contract and any applicable standards adopted by regulation.

6. Pay for the cost of insignias and audits should they occur at the manufacturing facility as well as expenses and fees for any re-inspections that occur as result of non-compliance being found in the Manufacturer's units at the dealer lots.

L&I RESPONSIBILITIES:

L&I shall:

1. Inspect the manufacturing facilities for which quality assurance manuals and plans have been accepted by the department prior to granting approval for the State Plan (self-inspection) process contemplated herein in order to audit the quality control program and production process. All expenses for this initial audit shall be paid by the Manufacturer.
2. At its discretion, conduct un-announced, periodic audits of the Manufacturer's facility. All expenses for L&I audits shall be paid by the Manufacturer.
3. Subject to this agreement's conditions, allow for a complete self-inspection by the Manufacturer including all tests referenced in the Manufacturer's Quality Control Manual to ensure compliance with said Quality Control Manual and all applicable codes and standards.
4. For a fee paid by the Manufacturer per insignia, allow the Manufacturer to order bulk certification insignias to be affixed to each unit inspected by the Manufacturer under this contract, provided that, a list of previously purchased and used insignias is submitted on the form approved by the department with the application for additional insignias. Each insignia application must be accompanied by a letter listing all approved plan numbers and a statement declaring these insignia's will be attached to units built to these plan approval numbers.

PERIOD OF PERFORMANCE

Regardless of the date of signature and subject to its other provisions, this Contract shall begin performance on the date this Contract is executed by both parties, and end on September 1, 2002.

ALL WRITINGS CONTAINED HEREIN

This Contract consists of two pages and Attachment A, General Terms & Conditions.

This Contract, which includes all these Terms and conditions, and all attachments and amendments thereto, constitute the entire agreement between the Manufacturer and L&I and no other statements or representations, written or oral, shall be deemed a part thereof. The signatories to this Contract represent that they have the authority to bind their respective organizations to this Contract.

The individual signing and accepting this Contract on behalf of the Manufacturer shall be designated as the officer, partner, or owner who is ultimately responsible for the inspection process and insignia control. By signing below and accepting the terms hereunder, the undersigned Manufacturer declares that the terms of the agreement have been completely read, are fully understood, and are accepted, after complete consideration of respective legal rights.

IN WITNESS WHEREOF, the parties have executed this Agreement.

	State of Washington Department of Labor & Industries
_____ (*Manufacturer's Name)*	
_____ *(Signature)* *(Date)*	_____ *(Name)* *(Date)* *(Title)*
_____ *(Print Name)*	APPROVED AS TO FORM ONLY
_____ *(Title)*	APPROVAL ON FILE MAY 11, 2000 Penny Allen Assistant Attorney General

ATTACHMENT A
GENERAL TERMS AND CONDITIONS

DEFINITIONS
As used throughout this Contract, the following terms shall have the meanings set forth below:

A. "*Manufacturer*" shall mean that agency, firm, provider, organization, individual or other entity performing manufacturing units for sale within the State of Washington, and requesting the right to self inspect units under the terms of this Contract.
B. "*Subcontractor*" shall mean one not in the employment of the Manufacturer, who is performing all or part of those services under this Contract under a separate Contract with the Manufacturer. The terms "Subcontractor" and "Subcontractors" mean Subcontractor(s) in any tier.

BILLING PROCEDURES
The Manufacturer shall pay L&I within 30 calendar days of receipt of invoice for insignias and/or inspections. Each payment will clearly reference the Manufacturer's name.
Taxes. All payments accrued on account of sales taxes, payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the Manufacturer or its staff shall be the sole responsibility of the Manufacturer.

INDEPENDENT CAPACITY OF THE MANUFACTURER
The parties intend that an independent contractor relationship will be created by this Manufacturer. The Manufacturer and his or her employees or agents performing under this Contract are not employees or agents of L&I. The Manufacturer will not hold himself/herself out as nor claim to be an officer or employee of L&I or of the state of Washington by reason hereof, nor will the Manufacturer make any claim of right, privilege or benefit which would accrue to such employee under law. Conduct and control of the work will be solely with the Manufacturer.

REGISTRATION WITH DEPARTMENT OF REVENUE
The Manufacturer shall complete registration with the Department of Revenue, General Administration Building, Olympia, Washington, 98504, and shall be responsible for payment of all taxes due on payments made under this Contract.

LICENSING AND ACCREDITATION STANDARDS
The Manufacturer shall comply with all applicable local, state, and federal licensing, accreditation, and registration requirements/standards, necessary in the performance of this Contract.

ASSURANCES
L&I and the Manufacturer agree that all activity pursuant to this Contract will be in accordance with all the applicable current or future federal, state and local laws, rules, and regulations.

INDUSTRIAL INSURANCE COVERAGE
The Manufacturer shall comply with Title 51 RCW prior to performing work under this Contract, and maintain full compliance with Title 51 RCW during the course of this Contract. If the Manufacturer fails to provide industrial insurance coverage or fails to pay premiums on behalf of its employees, as may be required under Title 51 RCW, L&I may deduct the amount of premiums and any penalties owing from the amounts payable to the Manufacturer under this Contract and transmit the same to the Department of Labor and Industries, Division of Industrial Insurance. This provision does not waive any right under RCW 51.12.050 to collect from the Manufacturer amounts paid by L&I.

NONDISCRIMINATION & CIVIL RIGHTS
During the performance of this Contract, the Manufacturer shall comply with all federal and state nondiscrimination laws, regulations, and policies. In the event of the Manufacturer's noncompliance or refusal to comply with any nondiscrimination law, regulation, or policy this Contract may be rescinded, canceled, or terminated in whole or in part, and the Manufacturer may be declared ineligible for further Contracts with L&I. The Manufacturer shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the "Disputes" procedure set forth herein.

COVENANT AGAINST CONTINGENT FEES

The Manufacturer warrants that no person or selling agent has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, excepting bona fide employees or bona fide established agent maintained by the Manufacturer for the purpose of securing business. L&I shall have the right, in the event of breach of this clause by the Manufacturer, to annul this Contract without liability or, in its discretion, to deduct from the Contract price or consideration or recover by other means the full amount of such commission, percentage, brokerage or contingent fee.

CONFLICT OF INTEREST

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the Agency may, in its sole discretion, by written notice to the Manufacturer terminate this Contract if it is found after due notice and examination by the Agent that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the Manufacturer in the procurement of, or performance under, this Contract. In the event this Contract is terminated as provided above, the Agency shall be entitled to pursue the same remedies against the Manufacturer as it could pursue in the event of a breach of the Contract by the Manufacturer. The rights and remedies of the Agency provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law. The existence of facts upon which the Agent makes any determination under this clause shall be an issue and may be reviewed as provided in the "Disputes" clause of this Contract.

OSHA AND WISHA COMPLIANCE

The Manufacturer shall comply with the provisions of Title 49.17 RCW, Washington Industrial Safety and Health Act. Manufacturer also represents and warrants that any of its products, when shipped, are designed and manufactured to meet then current federal and state safety and health regulations. Manufacturer further agrees to indemnify and hold harmless L&I from all damages assessed against L&I as a result of the failure of the items furnished under this Contract to so comply.

SITE SECURITY COMPLIANCE

Manufacturer, it agents, employees and Subcontractors shall conform in all respects with physical, fire or other security policies or regulations while on L&I premises. Failure to comply with safety regulations may be grounds for revoking or suspending security access to these facilities. L&I reserves the right and authority to immediately revoke security access to Manufacturer staff for any real or threatened breach of this provision. Upon reassignment or termination of any Manufacturer staff, Manufacturer agrees to promptly notify L&I.

RIGHTS IN DATA

L&I shall be the copyright owner for all purposes under Title 17 U.S.C., of all data which originates from this Contract. In the event that L&I is not considered the copyright owner, the Manufacturer hereby irrevocably assigns all right, title, and interest in all data, including all intellectual property rights, to L&I effective from the moment of creation of such data. Data means all items in any format, and includes, *but is not limited to* all information that supports the findings, conclusions, and recommendations of the Manufacturer's reports, data extracts, medical case management reports or claimant file information provided by L&I, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, videos, tapes, and/or sound reproductions. Ownership includes but is not limited to the right to use, copyright, patent, register and the ability to transfer these rights.

Data which is delivered under the Contract, but which does not originate from the Contract, shall be transferred to L&I with a non-exclusive, royalty-free, irrevocable license to publish, translate, reproduce, deliver, perform, dispose of, and to authorize others to do so; Provided, that such license shall be limited to the extent which the Manufacturer has a right to grant such a license. The Manufacturer shall exert all reasonable effort to advise L&I, at the time of delivery of data furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. L&I shall receive prompt written notice of each notice or claim of copyright infringement received by the Manufacturer with respect to any data delivered under this Contract. L&I shall have the right to modify or remove any restrictive markings placed upon the data by the Manufacturer.

TREATMENT OF ASSETS

1. Title to all property furnished by L&I shall remain in the Department. Title to all property purchased by the Manufacturer, for which the Manufacturer is entitled to be reimbursed as a direct item of cost under this Contract, shall pass to and vest in L&I upon delivery of such property by the Manufacturer. Title to

other property, the cost of which is reimbursable to the Manufacturer under this Contract, shall pass to and vest in L&I upon
1.1 issuance for use of such property in the performance of this Contract, or
1.2 commencement of use of such property in the performance of this Contract, or
1.3 reimbursement of the cost thereof by L&I in whole or in part, whichever first occurs.

2. Any property of L&I furnished to the Manufacturer shall, unless otherwise provided herein or approved by L&I, be used only for the performance of this Contract.
3. The Manufacturer shall be responsible for any loss or damage to property of L&I which results from the negligence of the Manufacturer or which results from the failure on the part of the Manufacturer to maintain and administer the property in accordance with sound management practices.
4. If any Department property is lost, destroyed or damaged, the Manufacturer shall immediately notify L&I and shall take all reasonable steps to protect the property from further damage.
5. The Manufacturer shall surrender to L&I all property of L&I prior to settlement upon completion, termination or cancellation of this Contract.
6. All reference to the Manufacturer under this clause shall also include any of the Manufacturer's employees, agents or Subcontractors.

RECORDS, DOCUMENTS, AND REPORTS

The Manufacturer shall maintain all books, records, documents, data and other evidence relating to this Contract and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Contract. Manufacturer shall retain such records for a period of six years following the date of final payment. At no additional cost, these records, including materials generated under the Contract, shall be subject at all reasonable times to inspection, review or audit by L&I, personnel duly authorized by L&I, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved. The Manufacturer shall be responsible for any audit exceptions or disallowed costs incurred by the Manufacturer or any of its Subcontractors.

ACCESS TO DATA

In compliance with chapter 39.29 RCW, the Manufacturer shall provide access to data generated under this Contract to L&I, the joint legislative audit and review committee, and the state auditor at no additional cost. This includes access to all information that supports the findings, conclusions, and recommendations of the Manufacturer's reports, including computer models and methodology for those models.

RIGHTS OF INSPECTION

The Manufacturer shall provide right of access to its facilities to L&I, or any of its officers, or to any other authorized agent or official of the state of Washington or the federal government at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this Contract.

PUBLICITY

The Manufacturer agrees to submit to L&I all advertising and publicity matters relating to this Contract wherein L&I's name is mentioned or language is used from which the connection of L&I's name may, in L&I's judgment, be inferred or implied. The Manufacturer agrees not to publish or use such advertising and publicity matters without the prior written consent of L&I.

CONFIDENTIALITY

The Manufacturer shall not use or disclose any information concerning L&I, or information which may be classified as confidential, for any purpose not directly connected with the administration of this Contract except (1) with the prior written consent of L&I, or (2) as may be required by law. The Manufacturer shall maintain as confidential all information concerning the Manufacturer's study findings and recommendations, as well as the business of L&I, its financial affairs, relations with its clientele and its employees, and any other information which may be specifically classified as confidential by L&I in writing to the Manufacturer. The Manufacturer shall have an appropriate Contract with its employees to this effect. To the extent consistent with RCW 42.17.310 ("The Public Disclosure Act"), L&I shall maintain the confidentiality of all information marked confidential or proprietary.

INSURANCE

The Manufacturer shall provide insurance coverage as set out in this section. The intent of the required insurance is to protect the State should there be any claims, suits, actions, costs, damages or expenses arising from acts or omissions of the Manufacturer or Subcontractor, or agents of either, while performing under the terms of this Contract. Additionally, the Manufacturer is responsible for ensuring that any Subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

The Manufacturer shall provide insurance coverage which *the Manufacturer shall maintain in full force and effect during the term of this Contract* as follows:

1. *Commercial General Liability Insurance Policy:* Provide and maintain a Commercial General Liability (CGL) Insurance Policy, and, if necessary, commercial umbrella insurance in adequate quantity to protect against legal liability arising out of contract activity but no less than $1,000,000 per each occurrence. CHL insurance shall be written on ISO occurrence form CG 00 01 (or a substitute form providing equivalent coverage). All insurance shall cover liability arising out of premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insureds (cross liability).
2. The insurance required above shall be issued by an insurance company/ies authorized to do business within the state of Washington, and *except for Professional Liability Errors and Omissions Insurance* shall name the state of Washington, its agents and employees as additional insureds under the insurance policy/ies. All policies shall be primary to any other valid and collectable insurance. The Manufacturer shall instruct the insurers to give L&I 30 days advance notice of any insurance cancellation.
3. Submit to L&I prior to the Contract's effective date a certificate of insurance which outlines at the least the coverage and limits defined in this section, *Insurance*, and in the attached *General Terms and Conditions*, Attachment A. Manufacturer shall submit renewal certificates on a yearly basis during the term of the Contract.

INDEMNIFICATION

General Information. L&I shall indemnify and hold harmless the Manufacturer, or any of the Manufacturer's agents, from all claims, costs, damages, or expenses arising out of the negligence of the L&I, except as provided herein. Likewise, Manufacturer shall indemnify and hold harmless L&I from all claims, costs, damages, or expenses arising out of the actions of Manufacturer, its agents, employees, or Subcontractors. In the case of negligence of both the Manufacturer and L&I, any damages allowed shall be levied in proportion to the percentage of negligence attributable to each party.

- The Manufacturer shall provide insurance coverage in adequate quantity to protect against legal liability arising out of Contract activity and as set out in the *Insurance* clause. Additionally, the Manufacturer is responsible for ensuring that any Subcontractors provide insurance coverage for the activities arising out of subcontracts.

DISPUTES

The parties agree that time is of the essence in resolving disputes.

During the dispute resolution period the parties agree that:

- If the subject of the dispute is the payment due the Manufacturer, the Manufacturer will continue performance and L&I will pay the amount which it in good faith believes to be due and payable.
- If the subject of the dispute is not the payment due, the Manufacturer will continue performance of work under the Contract which is not effected by the dispute.

Dispute Steps

1. Except as otherwise provided in this Contract, when a dispute arises between the parties and it cannot be resolved by direct negotiation, either party may request a dispute hearing with L&I's Contracts Office. The request for a dispute hearing must:
   - be in writing;
   - state the disputed issues;
   - state the relative positions of the parties;
   - state the Manufacturer's name, address, and L&I Contract number; and
   - be mailed to the Contracts Office and the other party's Contract Manager within 3 working days after the parties agree that they cannot resolve the dispute.

2. The respondent shall send a written answer to the requestor's statement to both the Contracts Office and the requestor within 5 working days.
3. The Contracts Office shall review the written statements and reply in writing to both parties within 10 working days. The Contracts Office may extend this period if necessary by notifying the parties.
4. The decision shall be admissible in any succeeding judicial or quasi-judicial proceeding.
5. The parties agree that this dispute process shall precede any action in a quasi-judicial tribunal.
6. The decision of L&I's Contracts Office shall be final and conclusive unless, within 5 working days from the date L&I mailed the decision, either party requests in writing a dispute resolution board (DRB). This request may be made by fax to the Contracts Office.
7. If a dispute resolution board is timely requested, each party shall designate a representative within 5 working days. The representatives shall mutually select a third member (or an additional member for disputes involving more than 2 parties).
8. The dispute resolution board shall evaluate the facts, Contract terms and applicable statutes and rules and make a determination by majority vote. The decision is binding on all parties.

Nothing in this Contract shall be construed to limit the parties' choice of a mutually acceptable ADR method in addition to the dispute resolution procedure outlined above.

TERMINATION FOR DEFAULT

If either party violates any material term or condition of this Contract, the other (aggrieved) party may give the violating party written notice of the violation. The violating party will correct the violation within 30 days or as otherwise mutually agreed. If the violation is not corrected, the aggrieved party may, at its sole discretion, immediately terminate this Contract by written notice to the violating party. Upon termination, the violating party shall be liable for damages as authorized by law.

If L&I is the aggrieved party, damages shall include, but not be limited to, any cost difference between the original Contract and the replacement or cover Contract and all administrative costs directly related to the replacement Contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. L&I shall have the right to deduct damages from payments due to the Manufacturer.

The termination shall be deemed to be a "Termination for Convenience" if it is determined that the violating party:

- was not in default; or
- failure to perform was outside of his or her control, fault or negligence.

This clause shall not apply to any failure to perform which is the result of the aggrieved party's willful or negligent acts or omissions.

TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, L&I may, by ten (10) days written notice, beginning on the second day after mailing, terminate this Contract, in whole or in part.

TERMINATION PROCEDURE

Upon termination of this Contract L&I, in addition to any other rights provided in this Contract, may require the Manufacturer to deliver to L&I any property specifically produced or acquired for the performance of such part of this Contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

L&I shall pay to the Manufacturer the agreed upon price, if separately stated, for completed work and service(s) accepted by L&I, and the amount agreed upon by the Manufacturer and L&I for:

1. Completed work and service(s) for which no separate price is stated;
2. Partially complete work and service(s);
3. Other property or services which are accepted by L&I; and
4. The protection and preservation of property, unless the termination is for default, in which case the Director or his or her delegate by writing shall determine the extent of the liability of L&I.

Failure to agree with such determination shall be a dispute within the meaning of the *Disputes* clause of this Contract. L&I may withhold from any amounts due the Manufacturer such sum as the Director or his or her delegate by writing determines to be necessary to protect L&I against potential loss or liability.

The rights and remedies of L&I provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

After receipt of a notice of termination, and except as otherwise directed by L&I's Contract Manager, the Manufacturer shall:

1. Stop work under the Contract on the date, and to the extent specified in the notice;
2. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the Contract as is not terminated;
3. Assign to L&I, in the manner, at the times, and to the extent directed by L&I's Contract Manager all of the rights, titles, and interest of the Manufacturer under the orders and subcontracts so terminated, in which case L&I has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
4. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of L&I's Contract Manager to the extent he or she may require, which approval or ratification shall be final for all the purposes of this clause;
5. Transfer title to L&I and deliver in the manner, at the times, and to the extent directed by L&I's Contract Manager, any property which, if the Contract had been completed, would have been required to be furnished to L&I;
6. Complete performance of such part of the work as shall not have been terminated by L&I's Contract Manager; and
7. Take such action as may be necessary, or as L&I's Contract Manager may direct, for the protection and preservation of the property related to this Contract which is in the possession of the Manufacturer and in which L&I has or may acquire an interest.
8. The Manufacturer shall pay within (30) thirty calendar days of notice the damages due L&I as the result of termination.

FUNDING CONTINGENCY

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, L&I may terminate this Contract without advance notice, subject to renegotiation under the new funding limitations and conditions.

GOVERNANCE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

ORDER OF PRECEDENCE AND SECTION HEADINGS

The items listed below are incorporated by reference herein. In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

1. Applicable Federal and Washington State Statutes and Regulations;
2. Special Terms and Conditions as contained in the basic Contract;
3. General Terms and Conditions, *Attachment A;*
4. Statement of Work, *Attachment B*, and the Budget, *Attachment C*; and
5. Any other provisions of the Contract incorporated by reference or otherwise.

The headings used herein are inserted for convenience only and shall not control or effect the meaning of the construction of any of the sections.

SEVERABILITY

If any provision of this Contract or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Contract which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Contract, and to this end the provisions of this Contract are declared to be severable.

LIMITATION OF SIGNATURE AUTHORITY

Except as provided herein, only the Director or his or her delegate by writing (delegation to be made prior to action) shall have the expressed, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this Contract is not effective or binding unless made in writing and signed by the Director or his or her delegate.

MEMO OF UNDERSTANDING (Memo)

Any communications that address more than day-to-day concerns and clarify sections or address details of this Contract, but do not modify the terms of this Contract, shall be documented and signed by the Contract managers through a written, numbered *Memo of Understanding*.

CHANGES TO CONTRACT
This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

WAIVER
Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing signed by L&I's Director or his or her delegate in writing.

ASSIGNABILITY
The work to be provided under this Contract, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld. Unless otherwise agreed in writing, such assignment shall not relieve either party from its duties or obligations under this Contract.

SUBCONTRACTS
Neither the Manufacturer nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this Contract without obtaining prior written approval from L&I. In no event shall the existence of the subcontract operate to release or reduce the liability of the Manufacturer to L&I for any breach in the performance of the Manufacturer's duties. This clause does not include contracts of employment between the Manufacturer and personnel assigned to work under the Contract.

PREVIOUS CONTRACTS
This Contract supersedes any other previous agreements, known or unknown, made between L&I and the Manufacturer for this service.

Washington State Department of
Labor & Industries

Factory Assembled Structures Program

Recreational Vehicles – Plan Review Guidelines and Submittal Process

This document provides general guidance for manufacturers about the typical drawings and other information that must be submitted in plans for Recreational Vehicles (RVs).

Each RV model plan must include the drawings and information detailed in ANSI/RVIA UPA-1 Standard for Uniform Plan Approval for RVs. Use the UPA-1 as a checklist to be sure your plans submitted for review are complete. Plan reviewers are not involved in designing or assisting the manufacturer in completing their design plans and forms.

Plans must indicate compliance with the current edition of the NFPA 1192 (WAC 296-150R-0330(2)). Plan drawings must be neat, legible, and drawn to a recognized architectural "scale". Each page of the drawing set needs to have a drawing name, for example; "floor plan", "details", "plumbing", etc., a drawing number and the date prepared or last revision.

RV units utilizing "alternate materials, alternate design and method of construction" must have the alternate materials, designs or methods approved in writing from FAS in accordance with WAC 296-150R-0140.

RV's must be designed, and the plans reviewed, to the following requirements (WAC 296-150R-0330):

- 2026 NFPA 1192; Standard for Recreational Vehicles – including all applicable publications shown in Chapter 2 of this standard. Primarily:
    - 2026 NFPA 70; National Electrical Code Chapter 551 Recreational Vehicles
    - 2022 ANSI/RVIA EGS-1; Engine Generator Sets for RV Safety Requirement
- ANSI/RVIA 2025 DC Voltage Systems in Recreational Vehicles – RVIA SNB-1825 11/20/25
- ANSI/RVIA UPA-1-2024
- Washington State Motor Vehicle Laws Title 46 RCW

At the front of your RV model package, include the following:

- A completed "plan approval request" form. Completed form F622-006-000 - see instructions.
- A copy of this checklist marked to show what items were reviewed.

Next, include each of these:

- **Floor Plan – on plans –** *see all applicable sections of ANSI/RVIA UPA-1-2024*

- List applicable standard – *NFPA 1192, 2026 – NEC 2026 – ANSI/RVIA DC 2025*
- Length and width (Towables - gross square footage trailer area of each model)
- Gross trailer area (w/o roof overhangs) does not exceed allowable **–** *RVIA SNB – 04/20*
    - 400 SF for **TT** in set up mode/ count all slides
    - No SF limit **FW** in set up mode/ count all slides - see length (SF =RVIA bulletin FAS agreement)
    - All classes of **Motor Homes** – no limit to SF - see length
- Maximum Lengths shall not exceed allowable **–** *RCW 46.44.030*
    - **TT** not to exceed **46'-0"** *(Total length Tongue to Rear)*
    - **FW** not to exceed **46'-0"** (*Total length Center of Kingpin to Rear*)
    - All classes of **Motor Homes** not to exceed **46'-0"** *(Total length Front to Rear)*
- Maximum Width shall not exceed allowable **–** *RCW 46.44.010*
    - **All RV's** shall not to exceed **102" (8'-6")** Max. Width
        - Appurtenances are permitted to project a maximum of 4" from the body of an RV; except for awnings which are permitted to project up to 6" inches in travel mode - RCW 46.44.013
- Maximum Height shall not exceed allowable – RCW 46.44.020
    - **All RV's** shall not to exceed **14'-0"** Max. Height (*measured from the road surface to the highest point*)
- Appliance and equipment locations – *ANSI/RVIA UPA-1-2024- 3-4.1(A)(3)*
    - Cooking Range
    - Water Heater
    - Furnace
    - Refrigerator
    - Microwave
    - Generator
    - Converters/Inverters
    - LP Tank
- Primary / Secondary exits
    - Two means remote from each other – *6.4.1.1*
    - Path of escape in set-up and travel Min 13" clear entire path – *6.4.1.4*
    - Doors on exit path cannot lock from either side (even in direction of travel) – *6.4.4.1*
    - Emergency exit (2) for each sleeping area – *6.4.1.2*
        - See exemption for more than (1) sleeping area if door provided – *6.4.1.2.1*
        - Size of Secondary Egress - *6.4.5.1 (24" x 17")*
    - Emergency exit on exterior wall other than primary means (or roof) – *6.4.2.2*
        - Size of Secondary Egress - *6.4.5.1 (24" x 17")*

- VIN location - *ANSI/RVIA UPA-1-2024- 3-4.1(A)(4)*
- Insignia location - *ANSI/RVIA UPA-1-2024- 3-4.1(A)(5) & WAC 296-150R-0290*
- Fire extinguisher locations and sizes
    - Towable RV's & Motor Homes – *6.2.1, 6.2.2, 6.2.3*
- Smoke detector locations - *6.1.1.1, 6.1.1.3 & 6.1.1.4*
    - 5th Wheel & Travel Trailer – *6.1.1.2*
- CO detector locations - *6.1.2*
    - (Note: LP and CO can be combined if noted)
- LP gas detector locations - *6.1.3*
- Combustion exhaust locations indicated for generator, furnace, water heater, refrigerator - *ANSI/RVIA UPA-1-2024- 3-4.1(C)(5)*
- Gas fuel dispensing locations – *6.9 through 6.9.12*

- **Electrical System – on plans -** *ANSI/RVIA UPA-1-2024-3-4.1(D)*
    - Show Grounding Monitor Interrupter (GMI) installation location – *NEC 551.40* ***(D)***
    - 12 volt diagram w/ wire size, material and over-current protection – *ANSI/RVIA DC 2025*
    - Power cord entrance location – *NEC 551.46* ***(E)*** *– (Roadside 15' or Rear 18"of side wall)*
    - Power cord entrance location – *NEC 551.46* ***(E)*** *– (Roadside 15' or Rear 18"of side wall)*
        - 25' at Side
        - 30' at Rear
    - Panel location, type and rating – *NEC 551.42* ***(C)*** *30 amp / 551.42* ***(D)*** *50 amp / 551.45* ***(A)*** *Loc*
    - Counter spaces greater than 12"x12" – *NEC 551.41* ***(B)****(3) / 551.41* ***(C)****(2) (GFCI)*
    - 120 volt plan showing device locations & GFCI protection – *NEC 551.41 (W&D In Bath* ***(C)(1),(3)****)*
    - Circuit quantity, size, over-current size/type, conductor size/type – *(12 AWG-20 AMP, 14 AWG-15AMP)*
    - Show Grounding Monitor Interrupter (GMI) installation location – *NEC 551.40* ***(D)***
    - Schematics of the following - ***Generator*** *connection to the system,* ***Solar*** *Panel connection to the system,* ***30*** *AMP breaker panel,* ***50*** *AMP breaker panel,* ***12V*** *system schematic with connector to system,* ***Converter*** *connection to the system,* ***Power*** *management systems,* ***Inverter, Transfer*** *switch,* ***Subpanel, All feeder*** *conductors sizes and overcurrent devices including the integral overcurrent device protecting feeders to subpanel. See UPA-1 standards. Note: NEC Table 310.16 - (10 AWG-30 AMP & 6 AWG-50 AMP)*

- **Heating System – on plans -** *ANSI/RVIA UPA-1-2024-3-4.1(C)*
  - Location of LP gas containers – *ANSI/RVIA UPA-1-2024- 3-4.1(C)(1)*
  - LPG or oil piping system plan with BTU, pipe size and length – *ANSI/RVIA UPA-1-2019- 3-4.1(C)(3)*
  - LPG pipe test report if used for sizing & system design
  - LPG pipe sizing – 5.3.3.1, 5.3.3.2 & Annex B
  - Location heat supply and return air ducts and grills – *ANSI/RVIA UPA-1-2024- 3-4.1(C)(2)*
  - Furnace may not be ducted, just blow into room with return in back. Specify type of unit.
  - Detail duct system, size, locations & material – *5.8.5*
  - Location of appliances and their intake and exhaust vents - *ANSI/RVIA UPA-1-2024- 3-4.1(C)(5)*
  - Location of motor driven air intakes discharge into areas of unit - *A/RVIA UPA-1-2024- 3-4.1(C)(6)*
  - LPG ranges & ovens equipped w/ pilot light shutoff – *5.8.2*
  - 0.016 duct material over 14"- *Table 5.8.5.1.3*

- **Drain System – on plans -** *ANSI/RVIA UPA-1-2024-3-4.1(E)*
  - Location of fixtures including labeling of fixtures *(Lav, Stool, Kitchen Sink, Tub/Shower etc.)*
  - Main drain size Min 3" – *7.5.7.1*
  - Holding tanks are not required to be located in plan view
  - Trap Arm Length per table noted – *Table 7.4.5.4*
  - Drain for RV's located 22.5' from rear on road side or rear within 18" of road side wall- *7.5.7.3*
  - Pipe diagram with size & type of piping used and fitting call outs – *A/RVIA UPA-1-2024- 3-4.1(E)*
    - 3" min. for toilet drain – *7.4.2.4*
    - Drain Pipe Slope 1/8" per foot noted – *7.4.2.5*
    - Trap Arm Slope 1/4" per foot noted – *7.4.5.1*
    - Clean-out req. if 360 degrees of piping *(4) 90's – 7.4.8.2 (mid vent ok as clean-out)*

- **Water System – on plans -** *ANSI/RVIA UPA-1-2024- 3-4.1(E)*
  - Location of fixtures including labeling of fixtures *(Lav, Stool, Kitchen Sink, Tub/Shower etc.)*
  - Location of fill – *7.2.8.2 cap, 7.2.8.3 or w/hose 7.2.8.4*
  - Pipe diagram with sizes & type of piping used – *Table 7.2.6.4 (min tube sizes)*
  - Pipe lengths for 3/8" tubing if used *ANSI/RVIA UPA-1-2024- 3-4.1(E)(5)*
  - Vent water holding tanks – *(note: Typical units are listed with vents often*

not shown) 7.2.7.5, 7.2.7.6
- Low point drains – *7.2.6.2*

- **Special Transportation Provisions – on plans**
  - Venting - *6.8.2 (6.8.3 & 6.8.3.1) & ANSI/RVIA UPA-1-2024- 3-4.1(B)(8)*
  - Floor of Transportation Area – *6.8.4 (6.8.4.1 & 6.8.4.2)*
  - Additional fire extinguisher & CO detector – *w/ a permanent separation wall 6.8.5, 6.8.6*
  - LP gas detector location outside of *STA* if separated by wall - *6.1.3.2*
  - Indicate the location of the fuel dispensing - *ANSI/RVIA UPA-1-2024- 3-4.1(B)(7)*
  - Indicate the location of doors used as ramps greater than 36" - *ANSI/RVIA UPA-1-2024- 3-4.1(B)(8)*

- **Loft Requirements – on plans –** *See section **6.5** (Stairways (T&R), Handrails, Guardrails)*
  - *See ANSI/RVIA UPA-1-2024- 3-4.1(B)(9)*
  - Plan shall note the minimum egress at stairs – *6.5.1.1.2*
  - Plan shall indicate compliance with Tread & Riser requirements – *6.5.1.2.1 or 6.5.1.2.2*
  - Plan shall note the minimum egress from the 'Loft' stair to the 'landing' -*6.5.1.1.2 (min 20 inches)*
  - Plan shall indicate uniformity of treads & riders not to exceed 3/8 inch -*6.5.1.3*
  - Plan shall indicate the required guardrails and how they meet the requirements - *6.5.3*
  - Plan shall indicate the handrail required for the stairs up to the 'Loft'- *6.5.2*
  - Plan shall note guardrails vs. walls for clarity to determine requirements.
  - Plan shall indicate the egress required from the 'Loft'- *6.4.1.2 & 6.4.2*
  - Plan shall note if it is accessed by a stair or ladder – *Note is to determine access and requirements*
  - Outlets are to be indicated in the loft area for walls greater than 2 feet - *NEC 551.41(A)*
  - On plans with a loft that is <u>over</u> 5'-0" from finished floor, even if it is for sleeping only, a loft plan is required to show that a mattress fills the space to qualify to not provide additional 'Loft Plan' requirements. If the mattress does not fill the 'Loft' area completely a complete 'Loft Plan' is required.
  - On plans with a loft that is <u>under</u> 5'-0" from finished floor, for sleeping only, which meets the other outlined criteria please note this on the plan in order to minimize the communicating efforts as well as inform us what criteria the loft meets. Please minimally outline the loft extents on the plan and indicate that it has a mattress to the full extents.

Submitting plans to FAS:

The submittal for each RV model must be a complete package with all of the necessary drawings, forms and other documents in a single PDF. Files with multiple models, partial submittals or submittals from multiple sources are not accepted.

Use the following instructions to submit plans to FAS for review:

1. **Email to FAS1@lni.wa.gov to inform us that you would like to submit a plan/group of plans. The email must include:**
   a. **The factory name and manufacturer number (the same one you use for plan approval requests/insignia requests)**
      a. **Email addresses for any factory contact that will be submitting plans to your account.**

2. **You will receive an email from the BOX.com cloud system linking you to a document folder for plan uploads. If you do not have a BOX.com account you will be prompted to create a free one for current and future submittals and resubmittals (see attachment). You will also be able to access any plan comment reports, send resubmittals, and retrieve approved plans through this box.**

   Note: If you cannot use Box.com please contact us for assistance.

3. **Upload your plans to the BOX.com account. EACH PLAN MUST:**
   a. **Be a single .pdf file (only one copy of the plan must be in the file – You may disregard the need for two copies shown in WAC 296-150R/P-0330)**
   b. **Include a completed plan approval request form (attached) and all plan sheets/documents. *Note, please disregard item 1 on the procedures portion of the form instructions (page 2).**
   c. **The file name of your plan set must be labeled with the manufacturer name and the model name/number you have used on the plan approval request form. For example: RVManufacturer_BestUnit.pdf, or RVManufacturer_1234AB.pdf, or similar.**

4. **Once you upload plans, we will send you a unique permit number (FP number) and a link to pay your plan review fees online. Once the fees are received the plan(s) will move to "in line" status for review. If you owe resubmittal fees you will be able to use this same permit number for payments.**

5. **When approved plans are loaded back into Box.com you will receive a notification, or your plan contact may receive the plans via direct email. You will need to print/retain the copies of the plan at each factory producing units to those plans.**

   Note: BOX.com file retention is 90 days

Note: Paper plans received after this notice will experience processing delays due to staffing required for individually scanning them.

For Postal Delivery

Department of Labor and Industries
Factory Assembled Structures
PO Box 44430
Olympia WA 98504-4430

For Non-Postal Delivery (e.g., FedX, UPS, etc)

Department of Labor and Industries
Factory Assembled Structures
7273 Linderson Way SW (MS: 4430)
Tumwater WA 98501

**** Two request forms per model ****
Procedure on reverse side

PLAN APPROVAL REQUEST

RECREATIONAL VEHICLES AND RECREATIONAL PARK TRAILERS

☐ RV
☐ RPT

WEB SITE ADDRESS: www.wa.gov/lni/FAS
(case sensitive)

MANUFACTURER	MFG NO.
ADDRESS	
CITY/STATE/ZIP	
PHONE NO.	FAX NO.
MODEL	

TYPE OF UNIT (circle vehicle type)
CT FW MHC MHB MHA TT TC RPT

FOR DEPARTMENT USE ONLY

APPROVED PLAN NUMBER	
APPLICATION ID	DATE APPROVED
FEE LEDGER SHEET NO.	

CONTACT PERSON: PRINTED NAME	SIGNATURE	DATE	FEE ENCLOSED
			$

New plan _____ Initial MFG Filing _____ (one time only)

Addendum _____ AP No. _____ Quality Control Manual _____

Resubmittal _____ Appl ID _____

NEW PLANS

Floor plan drawing	☐ Attached	Plumbing drawing - waste & vents	☐ Attached
12 Volt system	☐ Attached	Plumbing drawing - water / hot & cold	☐ Attached
Heating & air conditioning	☐ Attached	Electrical drawing (110v)	☐ Attached
Panel box layouts	☐ Attached	LP gas drawing	☐ Attached

For RECREATIONAL PARK TRAILERS exceeding 8'6" in width in the travel mode. Structural design per Chapter 5 of A119.5 ☐ Attached AP No. _____

ADDENDUM (Component changes to existing plans)

Electrical system	☐ Attached	☐ On file - AP#	_____
Plumbing system	☐ Attached	☐ On file - AP#	_____
Floor plan	☐ Attached	☐ On file - AP#	_____
Heating & AC	☐ Attached	☐ On file - AP#	_____
Structural	☐ Attached	☐ On file - AP#	_____

PLANS RETURNED VIA

☐ Regular mail
☐ Overnight at customer expense _ _ ► Carrier _____
☐ Other _____ Acct # _____

L&I Approval Date Stamp

See procedures on reverse

PROCEDURE

In order to process your plans or quality control manual expeditiously, please submit a completed plan approval request form and the plan review fee, along with the model design plans that include the following. See RVIA UPA-1 for a complete list of plan requirements. The quality control manual submittal should also include a completed index check list.

1. A minimum of two sets of plans and specifications for each model.

2. Drawings shall include details pertaining to the fire safety, electrical, plumbing, gas, heating, and air conditioning systems.

3. Floor plan shall include model number, battery compartment location, LP gas container(s) location, furnace location, smoke detector, CO detector location, LP detector location, and size of emergency egress, location and size of fire extinguisher, location of labels (vehicle ID, Washington state insignia), fuel fill spout, generator compartment, and exhaust pertaining to operable side of window, length and width of coach, length and width of bay window and slide outs.

4. A line drawing of the plumbing water lines, drain lines, vent fittings indicating the size and length of the piping lines, liquid and body waste locations, and potable water tanks.

5. A line drawing of the gas lines indicating the size of the piping and lengths, appliance BTU ratings, type of gas pipe or tubing material.

6. Electrical drawing shall include panel schedule 115V and l2v systems, panel schedule showing circuit details, breaker and wire sizes for all systems, panel location, load calculation, power supply cord size length and location, and generator location. Indicate transfer method from alternate source, GFI receptacles, switches, receptacles, bonding and air conditioning.

7. Once approved, the manufacturer may build as many structures as desired under that plan approval number, no additional plan review fee required. However, if any deviations from that approved plan occur, details of that change shall be submitted to the department along with an addendum fee. Should the deviations from the original design be extensively changed, a new submittal shall be required and a new plan approval number will be given. One set of the approved plans / drawings will be returned to you.

   A copy of the design plans and Quality Control manual, stamped as reviewed by the department, shall be made available to the inspector before any inspections can be made on the structures. Manufacture will be audited periodically by the department as required.

INSTRUCTIONS FOR PLAN APPROVAL REQUEST FOR RECREATIONAL VEHICLES OR PARK TRAILERS

1. Provide Manufacturer or applicant name, address, telephone and fax number, and model name or number.

2. Manufacturer ID number is assigned upon approval of First Plan (i.e. RPT-222).

3. Print and sign the name of the contact person responsible for this plan should questions about this submittal arise. Include on this line the date this plan was sent to the Department and the fee enclosed for this building. See WAC 296-150R-3000 for the fee schedule. Provide an extension number or direct line and fax number if available for the contact person.

4. Use this line if this is a new plan submitted for the first time. Indicate the appropriate fee paid.

5. Check type of vehicle (ie FW).

6. Check type of unit (RV or RPT).

7. Use this line only if the submittal is an ADDENDUM to a previously approved plan. Indicate the fee paid and the approved plan number that you wish to amend.

8. Use this line only if this is a RESUBMITTAL RESPONSE to a previously reviewed and rejected plan. Indicate the fee required for resubmittals. The application ID is not currently being used and may be left blank.

9. Use this line only for submittal of a QUALITY CONTROL MANUAL. Indicate the fee paid.

10. Use this section to indicate the drawings enclosed for new submittals. This checklist is a guide for information that would be necessary.

11. Use this line only for park models which exceed 8 feet 6 inches in width. Check block if structural design is attached. If structural design has previously been approved, indicate the plan approval number.

12. Use this section to indicate what drawings have been changed or revised.

13. Use this space to indicate how you would like Labor & Industries to return the plans to you. Please include carrier and account number.

SPECIFIC REQUIREMENTS FOR STATE PLAN QUALITY CONTROL MANUAL
FOR RECREATIONAL VEHICLES

Checklist

Your quality control program must implement your approved quality control manual. The quality control manual must provide instructions, procedures, and assign responsibilities to assure quality control requirements are met when vehicles are manufactured. The minimum quality control manual requirements are found in WAC 296-150R-0400.

This checklist tool is based on the WAC 150R requirements. Any additional explanatory text is italicized. Please fill in the blanks showing page and paragraph for each paragraph below. Please attach and return with your quality control manual.

page	paragraph	
----	-----	(1) An organization chart which identifies quality assurance positions and describes quality control responsibility for the following plant personnel: General manager, plant production manager, plant foreperson, lead persons, production, quality control, sales, engineering, purchasing and receiving staff; *Your titles may vary. Your descriptions/responsibilities may be on the chart, or in a separate section.*
----	-----	(2) Information about your quality control training program; *Please describe your quality training program following the quality path shown in item (1) above.*
----	-----	(3) Procedure for introducing new designs, models, materials and equipment to staff that ensures products are built according to the standards and the manufacturer's instructions;
----	-----	(4) A method to distribute all comprehensive design plans and installation instructions or other documentation that ensures all products used are installed correctly in all recreational vehicle models produced at each manufacturing location; *Often described in conjunction with item (3) above.*
----	-----	(5) Procedures for mixed production lines, for variable production rates, for new or substitute personnel, and for new or changed inspections and tests; *Only if applicable for your process, or N/A*
----	-----	(6) Coordination of staff duties ensuring smooth transition of manufacturing responsibilities during the shift change; *Only if applicable for your process, or N/A*
----	-----	(7) Instructions, procedures, descriptions, and responsibilities for insignia storage, security, application *(such as, where it is applied when and by who)*, and inventory *(who is responsible)*;.
----	-----	(8) Instructions, procedures, and responsibilities for keeping vehicle records which include the unit serial number, model, plan approval number (if applicable), dealer location or destination;
----	-----	(9) Information about recreational vehicle material storage and environmental control including protection from the weather and the elimination of scrap and age-dated materials which have exceeded their life;
----	-----	(10) Instructions regarding the identification, control, and handling of damaged goods or materials that do not comply with existing rules and NFPA standards;
----	-----	(11) Verification that testing equipment is properly calibrated and that your gauge's are accurate. Inspection and equipment maintenance instruction verifying quality control performance and accountability; *Describe your calibration, equipment inspection and testing procedures; include information such as time frames, references to manufacturer's specifications, who is responsible etc.*
----	-----	(12) Descriptions of production stations, including surge-hold stations, on-site or off-site repair, repair -rework locations, and off-line construction sites. Descriptions should identify by stations and location the work, tests, or inspections performed and the job title of the person performing the quality control review; *If a particular form, or traveler section, etc is completed at the station, showing some of the required information, that information does not need to be duplicated. The location of it just needs to be evident in the manual. This is often done by reference to a form, sheet in an appendix, or another manual section etc.*
----	-----	(13) Information about production line testing which includes descriptions of procedures, test equipment, and the location of each test. The information should demonstrate accountability for test completion, for rework and repair, and for re-setting; *Please note that your test procedure must be described in the manual. If you reference a form, traveler, or other documents please be sure to indicate where this is located in your manual. Often times this type of information is in an appendix.*
----	-----	(14) Drawings and procedures displaying manufacturing processes including a schematic plant layout; *Often, the schematic includes some, or all, the information required by item (13). If the descriptions are done separately they need to be indexed to the schematic via station names, numbers/letters etc.*

RV SPIND

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures (FAS)
PO Box 44430 Olympia, Washington 98504-4430

MEMORANDUM

TO: Recreational Vehicle Manufacturers

FROM: FAS Program

SUBJECT: Manufacturing Locations

You are required to notify the department in writing of each manufacturing location. A manufacturer of the product must keep a copy of the approved design plan(s) and the approved quality control manual at each manufacturing location.

Please fill out the attached form, one sheet (form) per manufacturing location and include it with your Quality Control Manual (QCM) submittal. **Also please return a Plant Layout for each manufacturing facility.** Any future updates will need to be submitted as a QCM addendum.

Be sure to circle the appropriate abbreviation referencing the type of unit(s) manufactured at each manufacturing location.

Note: The abbreviations are as follows:

C.T.--Camping Trailer
T.C.--Truck Camper
T.T.--Travel Trailers
F.W.--Fifth Wheel

M.H.A.-- Motor Home Class A
M.H.B.-- Mini-Motor Home/Van
M.H.C.-- Motor Home Class C

If you have any questions, please feel free to contact us at 1-800 705-1411 Option 3, or email FASl@lni.wa.gov

RV MFG location

Manufacturing Locations

Corporate

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone No: (_____) _____ Ext: _____ Fax No: (____) _____

Web Address: _____

Contact for Plan Review: _____

Phone No: (_____) _____ Ext: _____ Fax No: (____) _____

Email Address: _____

Contact for Plant Audit: _____

Phone No.: (_____) _____ Ext: _____ Fax No: (____) _____

Email Address: _____

Note: If corporate is a production facility. List the name(s) of the production lines in this plant.
Also please return a Plant Layout for manufacturing facility

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

RV MFG location

Plant 1

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Phone No: (_____) _____ Ext: _____ Fax No: (____) _____

Web Address: _____

Contact for Plan Review: _____

Phone No: (_____) _____ Ext: _____ Fax No: (____) _____

Email Address: _____

Contact for Plant Audit: _____

Phone No.: (____) _____ Fax No.: (____) _____

Email Address: _____

List the name(s)s of the production lines in this plant.

Also please return a Plant Layout for manufacturing facility

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

Production Line Name: _____

Type of RV: C.T, T.C, T.T, F.W, M.H.A, M.H.B, M.H.C.

If you have additional plants, please copy this form

RV MFG location

STATE OF WASHINGTON
DEPARTMENT OF LABOR AND INDUSTRIES
Factory Assembled Structures (FAS)
PO Box 44430 Olympia, Washington 98504-4430

MEMORANDUM

TO: **Recreational Vehicle Trailer Manufacturer**

FROM: **FAS Program**

SUBJECT: **State of Washington Dealers List**

Please use the attached form for submitting your Washington dealer's list as required per the Washington Administrative Code, which must be submitted annually.

Please fill out the attached form and include it with your Quality Control Manual submittal. Any future updates can be emailed to the program email address provided below.

If you have any questions, please feel free to contact us at 1-800-705-1411 Option 3, or email **FAS1@lni.wa.gov**

RV Dealer Location

Washington Dealers List for Recreational Vehicles

Manufacturer

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: (_____) _____ Fax No: _____

Dealer #1

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____)_____

Dealer #2

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____)_____

Dealer #3

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____)_____

If you have additional Dealers, please copy this form

Department Use Only – Fee Ledger Sheet No.

Washington State Department of Labor & Industries

Application for State Plan Insignia for Recreational Vehicles (RV) & Park Model Recreational Vehicles (PMRV/RPT)

www.Lni.wa.gov/FAS

Email completed form to: FAS1@Lni.wa.gov

Each approved manufacturing location must have own supply of insignia for RVs or PMRV/RPTs. Insignia order may not be processed if this form is not completed.

Manufacturer	MFG Number	Telephone Number
Address	City	State Zip Code

For insignia fee schedules: see current WAC 296-150R-3000 for RV or WAC 296-150P-3000 for PMRV/RPT. Insignias are non-transferable. A fee for each insignia is due with application and is not subject to refund. Please make checks payable to: Department of Labor & Industries.

Select insignia type: ☐ RV ☐ PMRV/RPT Total Quantity Ordered	**Return via:** ☐ Regular (USPS) mail ☐ Overnight at customer expense via FedEx only Customer Account Number with FedEx
Fee Enclosed **$**	☐ Use shipping label provided with form

The undersigned certifies that these units are being manufactured in accordance with the Washington design plans and approved Washington Quality Control Program (WAC 296-150R-0220/WAC 296-150P-0220).

Manufacturer Representative Contact Name	Manufacturer Representative Contact Person's Email Address
Date	Manufacturer Representative Contact Person's Signature

Important: Each insignia to be assigned to a specific vehicle. These insignias will be attached to units built under the approved plan approval numbers listed below. If more space is needed, please submit on separate sheet and attach.

Approved Quality Control Manual Number	Plant's Manufacturer Number
Plant's Physical Address	City State Zip Code

Insignia Released By	Date	To

RESET