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## MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY FOR MANUFACTURING CONCRETE MASONRY BLOCK CHECKLIST #0305

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- ❑ (1) Completed **Product Control Application for Certificate of Competency** along with a check payable to "Building and Neighborhood Compliance Department" for the applicable amount. The application fee covers a one-year program participation period.
- ❑ (2) Submit a copy of your plant's Quality Control Program: To assure proper manufacturing, the following items must be submitted:
  - ❑ (a) Manufacturer's certification for each type of cement (report of cement analysis),
  - ❑ (b) Manufacturer's certification for coarse aggregate (coarse aggregate quality test report),
  - ❑ (c) Manufacturer's certification for concrete screenings (manufactured sand quality test report),
  - ❑ (d) Admixture specifications (if applicable),
  - ❑ (e) List of major plant equipment, e.g., material bins, storage silos, concrete mixers, block machinery, block handling system, etc, and
  - ❑ (f) Describe methods of manufacturing, e.g., material storage, weighing, mixing, molding, ejection, block transport, curing method, depalletizing and cubing, plant storage, and shipping.
- ❑ (3) Provide a list of key personnel, including title, education, and experience.
- ❑ (4) Submit product specifications, e.g., class, type, materials, physical requirements, finish and appearance, in accordance with *ASTM C90 Standard Specifications for Load bearing Masonry Units*. Note that in accordance with Florida Building Code 2119.7.2 *Quality*, the maximum moisture content shall not exceed 50% of the total absorption.
- ❑ (5) Submit test reports from a professional engineer, or independent testing laboratory under the supervision of a professional engineer registered in the State of Florida in accordance with *ASTM C140 Standard Method of Sampling and Testing Concrete Masonry Units*.
- ❑ (6) Describe your plant's safety program and employee quality control training.
- ❑ (7) Submit, if applicable, any additional documents issued by other third-party certification entities such as FDOT, AISC, SJI, PCI, or an ISO 9001:2000 certificate relevant to the scope of fabrication.
- ❑ (8) An initial inspection will be performed at the fabricator's facility prior to the issuance of the Certificate unless otherwise approved by our Office.

