

# NATIONAL MOBILITY EQUIPMENT DEALERS ASSOCIATION

## QAP RULES

### QUALITY ASSURANCE PROGRAM RULES



QAP-101

**2018 EDITION**

[Effective January 1, 2018]



**NATIONAL MOBILITY EQUIPMENT DEALERS ASSOCIATION  
QUALITY ASSURANCE PROGRAM  
QAP RULES**

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## **I. Purpose and Scope**

The Quality Assurance Program (QAP) is the only nationally recognized dealer accreditation program for the adaptive mobility equipment industry. The purpose of the program is to ensure the products and services provided by Quality Assurance Program (QAP) dealers meet or exceed customer needs and current government safety requirements. It is based on the principle that in order to satisfy customers consistently, companies must have a systematic and documented approach to quality. The program was developed to elevate the level of dealer performance to reliably meet consumers' personal transportation needs in the safest manner possible.

The QAP designation is indicative of enhanced vehicle modification and adaptive equipment installation consistent with the highest standards available in the industry. Dealers who install, sell, and service adaptive mobility equipment for private use, non-commercial vehicles, are required to follow guidelines written in accordance with motor vehicle safety standards, a professionally managed dynamic and static testing program and proven quality control practices that advocate the highest level of performance and safety.

### **QAP Requirements:**

All NMEDA accredited dealers participate in the QAP and are held to extremely high standards for consumer safety and product quality. They are required to:

- Maintain a NMEDA approved Quality Control Manual that defines processes affecting quality and focuses on customer satisfaction and compliance to applicable industry and regulatory standards while fostering continuous improvement opportunities on product and services offered.
- Maintain Product, and Completed Operations, and Garage Keepers insurance for liability purposes and to protect the consumer and dealer.
- Have certified welders for all welding to assure modifications meet or exceed industry standards.
- Have technicians who are certified for the equipment they sell, install and service.
- Maintain detailed records of all adaptive work for at least seven years that are specific to a customer/vehicle for traceability and future reference.
- Undergo an audit at least annually by an independent Audit Firm to ensure compliance to the QAP Rules, NMEDA Guidelines, certain aspects of the Americans with Disabilities Act (ADA), the National Highway Traffic Safety Administration's (NHTSA) Federal Motor Vehicle Safety Standards (FMVSS) and "Make Inoperative" mandates as required. In Canada, dealers are required to meet applicable building code, and Canada Motor Vehicle Safety Standards (CMVSS).



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- Abide by the Mediation Committee's decisions whenever a complaint is lodged.
- Have a dedicated phone number manned by qualified service personnel and provide 24/7 hour emergency service or support assistance to their customers at home or on the road.
- Meet NMEDA shop facility and equipment requirements to assure ADA guidelines (or Canadian equivalent) are met or exceeded and customers are comfortable during fittings and on-site inspections.
- Perform weight analysis using calibrated four-corner scales to assure customer safety, that completed product complies with all applicable motor vehicle safety standards, and load carrying capacity requirements are maintained.
- Maintain calibration on measurement equipment to assure data accuracy and manufacturer installation instructions are followed.
- Use the NMEDA Servicing Dealer Agreement when offering products outside of the standard service area to assure the product or service will be performed by another accredited QAP dealer where possible.

## II. Program Participation

The Quality Assurance Program (QAP) is open to all dealers who install, service, and sell mobility equipment regardless if the dealer is a NMEDA member or not.

**NMEDA Dealer Member:** Participation in the QAP is required for all NMEDA dealer members; upon submission of the required documents and successful completion of an initial audit, an applicant's membership will be accepted and will remain as such until termination or suspension from the program.

**Non-Member:** Non-member mobility equipment dealers may become QAP accredited by completing the QAP for Non-members Application and following the accreditation process. Non-members participating in the QAP are charged at a rate of \$1,595.00 (USD) per year, as well as an annual audit fee correlating with category(ies) of installations performed. Fees are payable annually based on the anniversary date of the initial successful audit. Non-members will only be listed in the QAP Dealer portion of the Circuit Breaker.

### **Member and Non-Member Participants with Multiple Locations:**

NMEDA dealer member and non-member participants with multiple locations must have each individual location accredited separately based upon the type(s) of work performed and must have all locations QAP accredited for the type(s) of work performed at the location.



### III. Categories of QAP Accreditation

The QAP accreditation categories are established by the type(s) of modifications that the mobility equipment dealer is performing with respect to the adaptive equipment industry.

QAP dealers can earn accreditation in any or all of the following four categories. The details related to the types of work included in each accreditation category.

**NOTE: A dealer must be accredited for all of the types of work that it performs.**

#### **Type 1 - Mobility Equipment Installer:**

Also known simply as “Installer”. This is a dealer who is accredited to install all mobility equipment not considered as “Structural” or “High-Tech”, including, but not limited to:

- Trunk lifts for wheelchairs and scooters
- Portable ramps
- Power and manual wheelchair tie-downs
- Simple non-driver devices
- Manual hand controls
- Steering devices
- Left foot accelerator
- Pedal extensions
- Roof-top carriers
- Driver and passenger power and manual transfer seats
- Wheelchair lifts
- Secondary driving aids (non-electrical)
- Driver trainer brakes
- Power seat bases

Note: All welding is performed by certified welders in accordance with Guidelines Section 3.

#### **Type 2 - Structural Vehicle Modifier:**

Also known as “Modifier”. This is a dealer who is accredited to install all structural modifications including, but not limited to:



- Lowered floors
- Power pans
- Raised roofs
- Raised doors
- Support cages

**NOTES:**

- A.** A company that subcontracts structural modifications in their entirety will not be considered to be a Structural Modifier and cannot be accredited as such. All structural subcontracting must be made to currently accredited QAP Structural Modifiers.
- B.** A company performing structural modifications that subcontracts only their welding to certified welders will be considered a Structural Modifier. The Structural Modifier must have a copy of the subcontractor's welding certificates on file.
- C.** A company that subcontracts structural modifications cannot be advertised as if such modifications are performed there, nor can this be implied.

**Type 3 – High-Tech Driving System Installer:**

Also known as “High-Tech Installer”. This is a dealer who is accredited to install all high-tech primary driving systems including, but not limited to:

- Low and zero effort steering systems with backup
- Low and zero effort braking systems with backup
- Electronic and pneumatic gas/brake
- Horizontal, joystick, hydraulic, and electronic steering systems
- Touch pads/secondary controls (requiring electrical)

Note: All welding is performed by certified welders in accordance with Guidelines Section 3.

**Type 4 – Off-Site Installer:**

This is a dealer who is accredited to perform installations and servicing off-site. Also known as “Mobile Installer.” A dealer accredited as an Off-Site Installer must still



have a permanent shop location and has a dedicated vehicle for this purpose. Off-Site installations are limited to specific (low tech) equipment such as hitch mounted equipment and other equipment that can be performed at a client's home where ambient environmental and working conditions allow for safe and proper installations. All of the requirements for Off-Site installation and servicing are found in the NMEDA Guidelines.

Note: additional insurance may be required to cover work performed off-site. Consult your insurance carrier for more information.

#### **IV NMEDA QAP Dealer Accreditation and On-going Membership Process**

The QAP accreditation process is detailed in this section. There is additional information and links to electronic forms provided on the NMEDA website at [www.nmeda.com](http://www.nmeda.com).

##### **A. Complete a NMEDA Dealer Member or QAP Non-Member Application:**

Request the member (or QAP Non-member) application directly from NMEDA or visit the NMEDA web site to print the forms <http://www.nmeda.com/join-nmeda/nmeda-qap-for-dealers/>.

##### **B. Forward required documentation to NMEDA:**

Forward documents along with all required certificates (manufacturer training, welding (when applicable), etc.), a copy of the NHTSA registration letter or National Safety Mark where applicable, and certificate(s) of insurance as show in items B.1. through B.4. to the NMEDA Membership Coordinator.

- 1. Certificates of Training:** Furnish copies of certificates of training from all of the manufacturers listed on your application form. Some manufacturers do not offer factory training and/or certificates. A letter stating that the dealer is authorized to sell and/or install their product must be furnished in lieu of a certificate. If the dealer cannot obtain a certificate or letter from the manufacturer, please contact the NMEDA QAP Coordinator.
- 2. Welding:** US dealers must submit a welders' certification to AWS D1.1 or AWS D1.3 if structural modifications are made. If welding is contracted out, a copy of that welder's certificate must be included with the application. Test welds for certification must be done in accordance with AWS D1.3 sheet metal welding code or AWS D1.1 structural welding code.





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Canadian dealers must submit a welders' certification to Advanced Welding Techniques standards in accordance with sheet metal or structural welding code.

Note: All welding for any accreditation type shall be performed by certified welders in accordance with Guidelines Section 3. While only dealers seeking accreditation as Structural Modifiers need to submit their welding certifications during the application process, all welders for other accreditation types (when necessary) are expected to have certification on file and make this certification available upon request.

- 3. NHTSA Registration:** A copy of the letter of registration can be found at (<http://www.nmeda.com/nmeda-membership-process/>) and must be included with US dealers' application. If there are questions about registering with NHTSA see the NMEDA website or call the NMEDA office for the NHTSA "Make Inoperative" packet.

Canadian dealers must submit a copy of the National Safety Mark from Transport Canada if they do structural modifications.

- 4. Insurance Certificate:**

An insurance certificate that meets the requirements of Section V "Program Requirements".

- 5. Quality Control Manual**

The dealer shall submit their existing QC manual for approval. If the dealer does not have an existing QC Manual, they can create one using the NMEDA provided template (QAP-F08) or by any other method. The minimum requirements for an acceptable QC Manual are defined in Appendix C (Quality Control Manual Requirements). Once received, NMEDA will approve and sign the QC Manual and send the signed copy back to the dealer and place a copy in the dealers QAP file.

- C. Initial Payment / Annual Audit Fee:**

Payment for Initial Audit and the annual audit in accordance with the applicant's dealer accreditation type is shown in Table 1. Payment in USD must be made payable to "NMEDA" and must be included with the application.

Note: This fee is subject to change periodically and will be announced in advance through Short Circuit and Circuit Breaker publications.





**AUDIT FEE SCHEDULE**

Accreditation Type				Audit Fee (\$ USD)
1	2	3	4	
Mobility Equipment Installer	Structural Vehicle Modifier	High-Tech Driving System Installer	Off-Site Installer	
X				\$1,300.00
X	X			\$1,625.00
X		X		\$1,625.00
X			X	\$1,625.00
X	X	X		\$1,950.00
X	X		X	\$1,950.00
X		X	X	\$1,950.00
X	X	X	X	\$1,950.00

[Table 1]

\*\*Note: Refer to Section III for more information on QAP Categories of Accreditation.

\*\*Note: All QAP Non-members are also required to pay audit fees. Please see application for details.

**D. Provide any Missing documentation:**

If the application does not contain all of the required information/documents the applicant will be sent written notice within 10 working days of receipt of the application that documentation is missing. The applicant must supply missing documentation to NMEDA within 30 days. If the missing documentation is not received within the 30 days allowed the application will be returned to the applicant at the applicant's expense.

**E. Auditing Firm notification of Application approval:**

Once the initial application and QC Manual is approved, NMEDA will forward all relevant documents and applicant information to the audit firm. The audit firm will contact the dealer within fourteen (14) days to enter into contract with the dealer (if not already completed as part of the application process) and schedule the initial audit. The initial audit must be completed within six (6) weeks of application approval and the dealer must have a signed third party contract.



#### **F. Third Party Audit Contract:**

All QAP audits are conducted by a third-party audit firm. This provides objectivity to the audits as well as removing subjectivity from NMEDA administration. Prior to scheduling and conducting the initial audit, the QAP applicant will engage with the audit firm and enter into contract directly with the audit firm. The audit firm will initiate the contract and once agreed and signed by the QAP applicant, the initial audit can be scheduled. The audit firm notifies NMEDA once the contract has been finalized. Note that in this contract there may be terms and additional fees outlined for items such as the cost(s) associated with an out-of-sequence audit, consulting, overtime, and other special circumstances. Barring any non-standard fees or special circumstances that may occur, the audit fee paid by the dealer is inclusive of all costs associated with the audit.

#### **Conducting the initial audit:**

The “Audit Findings Action Matrix” (Appendix B), shows a clear expectation of the actions which are required as a result of the auditor’s findings during the audit (if any). Once the audit has taken place, the report is forwarded to NMEDA for review. The NMEDA QAP Coordinator (QAPC) will follow up on any outstanding actions required by the dealer prior to QAP accreditation being issued.

#### **G. Certificate of Accreditation:**

After approval and acceptance of the initial audit report, NMEDA will issue the QAP Certificate of Accreditation. The dealer may then and not before then, make use or reference to NMEDA and/or QAP in advertising, electronic media, labels on vehicles, or printed materials.

#### **H. Subsequent/Annual Audits and Billing:**

Subsequent audits by the audit firm will take place annually, generally within one year from the initial accreditation date or the prior year’s audit; however, more or less time at the discretion of the QAPC and the audit firm is acceptable to allow for efficient audit groupings (travel logistics). At least one audit must be conducted per calendar year.

All audits are pre-billed and must be paid in full prior to scheduling the audit. The invoicing is made from, and payable directly to the audit firm in accordance with the contract between the audit firm and the dealer. The audit fees are shown in Table 1, or as promulgated from the Board of Directors.

As audits can be difficult to plan in advance, the dealer is expected to do what they can to accommodate the audit firm’s request for an audit date. Failure to accommodate the audit firm’s request may result in a higher audit fee (based on the



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dealer's contract with the audit firm) due to the need to make special travel accommodations for the dealer. These additional fees (when warranted) will be invoiced to the dealer via the audit firm and must be paid in full prior to scheduling for the new audit date.

For the initial accreditation audit there is not expected to be any product available for inspection, however for annual audits:

- Product must be available (agreed during the audit planning stage).
- The absence of product (as agreed upon) may result in a negative finding and may require an out of sequence audit at an additional cost to the dealer.
- Product provided for audit must have been processed within twelve (12) months of the audit.

## **V. Program Requirements**

### **A. Insurance:**

- Garage Keeper's Liability
- Product and Completed Operations policy – Check limits. This must be specifically named and listed as a separate coverage. It may be contained in the general liability policy or in the Garage Keepers' policy, but must be identified specifically. Product and Completed Operations must have limits of \$1,000,000 per occurrence. Minimum limits on these policies must be \$1,000,000 aggregate and be listed on the certificate.
- NMEDA will be named as a Certificate Holder and a copy of the certificate and all renewals must be sent to NMEDA office and maintained in the dealer's QAP file. Penalty: Failure to maintain up-to-date insurance certificates in the NMEDA file will result in suspension.

### **B. Labeling Program:**

The purpose of the labeling program is to track all personal use mobility vehicles modified and/or sold by QAP dealers. The NMEDA QAP label is to be placed on ALL personal use vehicles modified and/or sold with new and/or used mobility equipment (including pass-through vehicles). NMEDA or their representative will track the sale and use of these labels.

- 1. Ordering and Issuance of QAP Labels** - The dealer must purchase labels using the QAP Label Order Form (QAP-F05) directly from the audit firm at a cost of \$2.00 USD per label. Additional information and FAQs for the labeling policy, including the "QAP Label Decision Tree" and the "Label Order Form" can be found on the NMEDA website in the member document center.



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If the dealer has any outstanding, overdue, or unpaid audit fees, invoices, or membership dues the labels will not be issued or shipped until all of these fees/invoices/dues are paid. The QAP label fee is subject to change periodically.

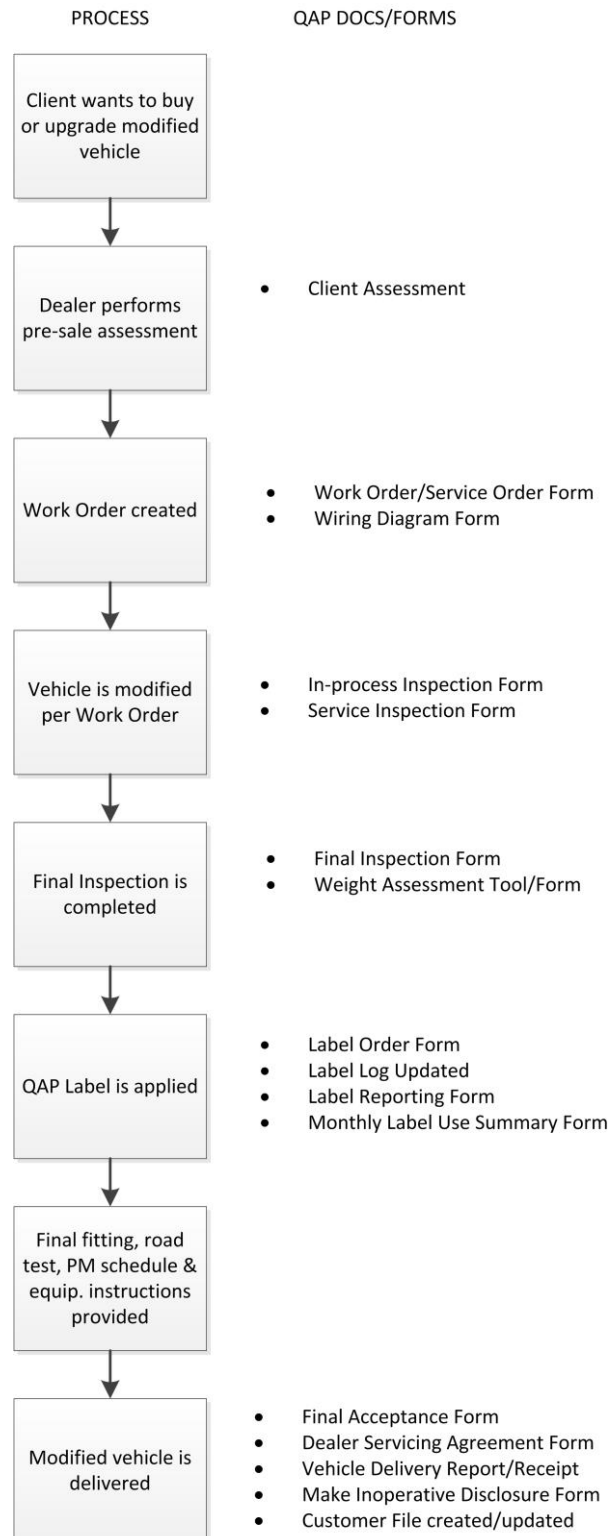
- 2. Label Log** - The QAP requires dealer's to maintain a label log (QAP-F26). The label log is a listing of all QAP labels applied in a given month by the dealer. The label log is typically arranged in a binder that also includes the associated Label Reporting Forms (QAP-F25), and the Monthly Label Use Summary Form (QAP-F27) for each month. Additionally, the QAP label number is to be applied to any inspection or vehicle acceptance forms that are contained in the customer's file for cross-referencing. A chronologically sorted label log is considered a valuable resource that can aid the dealer in monitoring monthly activity and would be useful invaluable, in the event they were called upon to carry out a recall.
- 3. Label Reporting Requirements** – Each dealer is required to submit monthly label use to the audit firm. The report shall include the Monthly Label Use Summary Form (QAP-F27) along with all associated QAP Label Reporting Forms (QAP-F25). The report is due to the audit firm every month including months where no labels have been applied. In the event no labels have been applied only the Monthly Label Use Summary Form is required to be submitted with zero “0” labels applied. This will provide data on dealer activity including how many labels were used and what types of equipment were installed. The report forms must be submitted electronically to the audit firm at the beginning of each month at the following e-mail address: [info@radcoinc.com](mailto:info@radcoinc.com). Alternate arrangements for delivery shall be agreed to with the audit firm and NMEDA.
- 4. Penalties for Infraction** - If a monthly label use report is not delivered to the audit firm after sixty (60) days from the first day of the month, the dealer's QAP status will be temporarily suspended from the program. The appropriate State agency and manufacturers that offer QAP discounts will immediately be notified of the suspension. To be reinstated, NMEDA must verify that the delinquent reports have been received. Upon reinstatement, the appropriate agencies and manufacturers will be notified and the member's status changed back to good standing.

**C. Maintaining Books, Records, Standards of Knowledge, and Tool Verification:**

Each dealer follows a documented process and sequence of events that are necessary to satisfy the needs of the customer. A sample of the dealer process flow is shown in figure 1.



DEALER QAP PROCESS FLOW SAMPLE



[figure 1 – dealer process flow]



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Throughout the process, a dealer must maintain the following books and records in conjunction with the QAP Program. All Records shall be retained for a minimum of seven years (electronic storage is acceptable).

1. **Customer File:** This file must contain:
  - a. Correlation between the file and the label log,
  - b. A work order describing the work performed,
  - c. Completed inspection checklists for the activities carried out,
  - d. The names of the technicians who performed, and in the case of an uncertified technician, supervised the work,
  - e. Evidence that the customer was provided instruction on the use or maintenance of the devices installed,
  - f. NHTSA Make Inoperative form if applicable,
  - g. A copy of the customer's driver's license, or verification, if applicable.
  - h. A copy of the weight analysis performed as required by the Guidelines.
2. **Training Verification:** Training certificates must be maintained (hardcopy or electronic) for all individuals who perform (and/or supervise) the work defined in the customer file as well as the required NMEDA Certified Technician (NCT) online trainings.
3. **Standards of Knowledge:** The dealer must have the following documents on the premises and readily available to the person(s) performing the work. These documents can be in hardcopy or electronic form.
  - a) NMEDA QAP Rules
  - b) NMEDA Guidelines
4. **Calibrated Tool Verification:** The dealer must have a process in place, which ensures that only calibrated equipment/tools (such as torque wrenches, multi-meters, and four-corner scales) are accessible to the technician and that these devices are subject to calibration on a prescribed schedule.
  - a. **Four-Corner Scales:** NHTSA requires that load carrying capacity measurements are made using a scale that has an accuracy of one-percent (1%) of the scale reading and that the calibration is traceable to NIST (US Scales). For Canada, scales must be traceable to Measurements Canada. The calibration interval shall be one-year (1 yr) maximum. The dealer shall be able to provide a calibration record that shows the calibration is current and the weight used traceable to NIST or MC.
  - b. **Torque Wrench(s):** QAP requires that technicians use calibrated torque wrenches for any installation requiring a specific torque value per the





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guidelines or the manufacturer/OEM instructions. The calibration interval shall be as-per the manufacturer recommendation or if not specified by the manufacturer is one-year (1 yr). The dealer can employ a 'per-use' method of calibration, but if using this method, there shall be a documented process that is approved by NMEDA.

- c. **Multi-Meter:** Multi-meters are not required to be calibrated for purposes of checking grounds or troubleshooting. However, if the installation instructions from the manufacturer or guidelines require the dealer to document quantitative data for acceptance, any such measurement shall be made with a calibrated multi-meter and the dealer shall be able to provide evidence of current calibration.
5. **Access to Employee and Customer Files:** The dealer agrees to permit NMEDA, or its designated agent, to inspect records pertinent to this program, including customer and employee files during normal business hours. In order to verify that the dealer's "certified employees" are still employed, have valid certification, and that the labeling policy is being followed.
6. **Changes in Employees:** Any time a dealer makes employment changes that would create a change in their QAP accreditation or status (i.e. welding, insurance change) the dealer must immediately provide written notification to NMEDA of the change.
7. **Changes in listed Products:** The dealer was required to list all Manufacturers and Products they install, service, and sell at the dealership during the application process. Over time the dealer may discontinue using a particular product, or may begin using a new product that was not previously listed. The dealers QAP Contact is required to verify the accuracy of the Manufacturer and Product listing as stated in the QCM. Therefore, whenever there is a change to the Manufacturer or Product listing, the information in the dealers QC Manual (if applicable) shall be updated and a copy of the QCM or changes to the listing provided to the QAPC at NMEDA within one (1) week. The updating of the appendix in the QCM does not require formal revision or re-approval by NMEDA.
8. **NHTSA "Make Inoperative" Form** (US dealers only): The dealer is responsible for completing the "Make Inoperative" form for each vehicle to which it applies to.
9. **SAE Standards:** It is recommended that the dealer have the SAE Standards in Guidelines Section 31 – General Electrical Specifications. These standards can be obtained on the SAE website at [www.sae.org](http://www.sae.org) or by calling SAE at (412) 776-4841.

**D. Structural Vehicle Modifications:**

This section applies to QAP Accredited Structural Vehicle Modifiers only.





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All structural modifications shall comply with any/all applicable Guidelines and be performed using documented work instructions. The dealer shall be able to provide (upon request) evidence of successful testing and/or engineering analysis certifying compliance to all applicable F/CMVSS.

**E. Mandatory Audits:**

All QAP dealers are audited annually by the audit firm. The audit process and method are determined in a manner that will sufficiently to assess the dealer's adherence to the QAP program Rules and Guidelines.

At the completion of the audit, the audit results are sent to NMEDA headquarters for final review and disposition. A copy of the audit report is put into the dealer's QAP file. The dealer will be advised by the QAP Coordinator of any discrepancies or findings in their audit report and notified of any corrective actions that are required to be completed to maintain QAP accreditation when necessary.

**F. Shop Facility Specifications:**

NMEDA QAP dealers are required to have shop facilities with the following minimum specifications:

1. A permanent shop service area, separate from a showroom, which has a minimum of five (5') feet (1.524 meters) of clear floor space around the perimeter of the vehicle (including any fully deployed ramp or lift) to allow the client to safely maneuver around, into, and out of the vehicle;
2. Have a vehicle entry door of sufficient size to allow safe entry/egress of all vehicles that the dealer intends to sell and/or service.
3. To be in compliance with the Americans with Disabilities Act (ADA).
4. To be able to provide customers entry/egress into the building while being protected from the weather.

**G. QAP Facility Standards Compliance Policy:**

A Quality Assurance Program participant in good standing with NMEDA, whose facility does not comply with the NMEDA QAP Rules, Section V, paragraph F for Shop Facility Specifications will be given time to comply according to the following timetable.

- Six (6) Months following an "Audit of Discovery", the audit report that first cites that the mobility dealer is out of compliance, the dealer will have a plan in place, and ready for review, to correct facility according to the standard. This can be



accomplished any number of ways from simple remodeling to moving or changing facilities.

- The dealer will then have up to twelve (12) months to complete the planned action(s) that will bring the dealer's facility into compliance with the standard.
- Failure to comply with either bullet 1 or bullet 2 of this policy will result in an immediate suspension from QAP until the policy is adhered to by submitting a Facility Compliance Plan to NMEDA and/or correcting the physical building structure.

#### **H. Equipment Requirements:**

NMEDA QAP dealers shall have all the equipment and tools necessary to comply with the manufacturer's installation instructions. The equipment type/model used shall be capable (appropriate range, precision, and unit of measure) for the readings and/or specification given in the instructions or standard. As a minimum, the dealer shall have the following equipment at each location:

- Four-Corner scales (calibrated\*\*)
- Multi-meter<sup>1</sup> (used for continuity and electrical measurements, ohms and volts)
- Floor jack and jack stands, or vehicle hoist
- Crimping tools of appropriate type for connectors used in the shop
- Air compressor and air tools or appropriate corded/cordless tools
- Torque wrench(s) (calibrated\*\*)

\*\*See Section V.C.4 for Calibration Requirements

<sup>1</sup> – if the multi-meter is used for any quantitative acceptance data, it must be calibrated\*\*

#### **I. 24/7 Emergency Service:**

NMEDA QAP dealers must have a system in place that allows customers easy access to an after-hours answering service, or service telephone number, or service beeper number. Dealers must respond to a service call promptly within 30 minutes, and provide emergency assistance as warranted. It is highly recommended for the dealer to outline their response system in writing, maintained with the dealer's other standard operating procedures. NMEDA tracks through independent verification that each dealer provides this service. Non-compliance is grounds for immediate suspension from the program until compliance can be verified.

#### **The after-hours service person responding is expected to:**

1. Respond promptly within 30 minutes to a service call.
2. Verify that the situation is not life threatening.
3. Confirm whether or not the problem is related to the conversion.



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4. Attempt to talk the customer through a corrective action/emergency backup procedure.
5. Confirm that the customer has completed the necessary corrective action and can safely get home and advise the customer to call again with any other problems.

NOTE: If the customer cannot complete the corrective action, the dealer is expected to advise the customer that a service person will be dispatched.

**If an after-hours service person must be dispatched for a road call:**

1. The service person is to confirm that the customer is in a safe location, and confirm any directions needed to find the customer.
2. The service person is to inform the customer that the emergency service will likely be a temporary repair, intended only to get the customer safely home. Therefore, a subsequent service appointment must be scheduled during normal service hours.
3. The service person must confirm their approximate arrival time.
4. The service person must confirm the approximate cost of the service call (if the service is not covered under warranty).



**J. Out of Area Sales and Service Requirements:  
After-Sale Service Dealer Agreements:**

Out of NMEDAs commitment to the health, safety and well-being of those often most vulnerable, as well as the overall high quality experience and outcome for the customer with the disability, NMEDA QAP dealers who sell adaptive vehicles and/or mobility equipment must ensure the following service condition is met for their customers:

All vehicles outfitted with new warranted mobility products for use by individuals with disabilities must be sold and delivered only in the selling dealer's service area, or in mutual agreement with another NMEDA QAP accredited facility (without crossing international Borders) who will serve the client. This mutual agreement should be evidenced by a completed "NMEDA QAP Servicing Agreement Form" (See Appendix B), which is to be signed by the NMEDA selling QAP dealer, the servicing NMEDA QAP facility, and the customer prior to finalizing the sale.

A service area is defined as an area within 100 miles (160 km) or 2 hours drive time (whichever is shorter in the best judgment of the selling dealer) from which a NMEDA QAP accredited facility can reasonably service customers to the level of service expected of a NMEDA QAP compliant facility. The servicing NMEDA QAP facility is required to have technicians certified to service the mobility products installed by the selling dealer.

The definition of this proximity assumes that customers who purchase a vehicle, adaptive equipment, or both, will drive the distance for repairs to an NMEDA QAP accredited facility, and ensures that 24/7 emergency service can be administered on behalf of the customer in a reasonable and timely manner.

**Customer Acknowledgement of limited QAP Service Availability:**

1. If there is no QAP accredited service facility within 100 miles (160 km) or 2 hours drive time from the customer's place of residence, a NMEDA QAP Servicing Agreement Form signed by the customer will be placed in the customer file.
2. If the selling dealer has called at least four (4), or all of the lesser number available, of the NMEDA QAP accredited service providers within 100 miles (160 km) or 2 hours drive time from the customers place of residence and has found no one willing/able to service the products sold, a NMEDA QAP Servicing Agreement Form listing the service providers contacted and signed by the customer will be placed in the customer's file.



**Misrepresentation of After-Sale Service Availability:**

Without first establishing written service agreements between dealers, no NMEDA QAP dealer shall state or imply to a client or potential customer that following a sale, ANY DEALER can or will provide service to the vehicle or adaptive equipment package.

**After-Sale Equipment Use, Training, and Demonstration:**

The NMEDA QAP dealer must demonstrate the proper use and maintenance of the equipment to the end user/operator of the mobility equipment. This demonstration and training should include the proper fit and use of any included wheelchair tie down systems and wheelchair passenger restraint systems (refer to [www.travelsafer.org](http://www.travelsafer.org)). Furthermore, it is highly recommended to allow the end user/operator to demonstrate their competency in the use of all systems sold or provided by the dealer.

**K. QAP Contact:**

A QAP Contact (Primary) shall be assigned for each dealer location. The QAP Contact shall be the main point of contact within the organization that all QAP relevant information flows through (from NMEDA, Audit Firm, etc.). The QAP Contact's name, phone number, and email address shall be provided to the NMEDA QAP Coordinator and listed in the member's information that is visible via the NMEDA member portal. It is the dealer's responsibility to assure the NMEDA member portal information is accurate and up to date.

The QAP Contact has the responsibility to receive inbound information and disseminate the information, as appropriate, to the dealer's internal workforce. The QAP Contact will be the main point of contact for audit scheduling, corrective actions, Short Circuit notifications, QAP alerts as well as any other pertinent information. The QAP Contact shall host or be available during all audits. NMEDA shall be notified immediately if there is any change to the QAP Contact.

The dealer may opt to assign a Secondary QAP Contact. If so, both contacts shall be listed in the NMEDA member information (portal) and be indicated which is "Primary QAP Contact" and which is the "Secondary QAP Contact". When the dealer assigns both, the Primary contact is one that is resident at the dealer site (location) and is named on, and responsible for, all correspondence and actions, and the Secondary is a backup to the Primary and is copied on, but not responsible for, all correspondence and actions. Additionally, the Secondary QAP Contact is not required to reside on-site.

**L. Final Inspection:**

All final inspections performed by the dealer shall be accomplished by an employee (herein known as the 'inspector'). The inspector shall be a person other than the



employee/technician who installed, serviced, or modified the mobility equipment shown on the QAP Label Reporting Form. The inspector, as a minimum, shall have one of the following, (a) has been certified by the mobility equipment manufacturer, or (b) have completed the NMEDA QAP-1-2-3 training with passing score. Records of the certification and/or training shall be current (non-expired) at the time of the inspection and made available upon request.

#### **M. NMEDA Certified Technician (NCT):**

All dealer locations shall have at least one NMEDA Certified Technician on staff. Recertification is required every two years. At least one NCT shall be shown on the dealer's organizational chart (Quality Control Manual, Appendix A). Details of the program, its requirements, and how to become certified can be found in the professional training section of the NMEDA website. As the certification stays with the technician, in the event that a dealer's NCT is no longer employed with the company, the dealer will be given up to six (6) months from the date of employment termination to place a new NCT on staff. The NCT does not exempt any Manufacturer or NMEDA required training.

#### **N. Off-Site Installation and Servicing:**

The Off-Site Installation and Servicing policy applies to all NMEDA dealers in good standing that are accredited as (Type 4) "Off-Site Installer". Off-Site installations are limited to low-tech category. Off-Site installations exclude primary and secondary driving controls, high-tech, and structural modifications.

Dealers accredited as an Off-Site Installer are required to have a permanent shop facility in accordance with Rules Section V.F and comply with the dealer Off-Site Installation and Servicing policy defined in the NMEDA Guidelines.

### **VI Status of NMEDA QAP Accreditation**

- A. **Application Pending:** Once the application is received by NMEDA, the NMEDA/Dealer Licensing Agreement, payment for the initial audit and all certifications are submitted for review, the applicant will be put in pending status.
- B. **Accredited / Good Standing:** This can only occur after at least one audit whereby all examples of work commensurate with the corresponding accreditation category(ies) are audited and have passed.
- C. **Suspended:** See Section IX.





## **VII Reasons for Suspension or Withholding QAP Accreditation**

NMEDA reserves the right to suspend a dealer from NMEDA QAP for the following reasons:

- A. If the dealer has expired certifications discovered during audit.
- B. If the dealer does not have the required four-corner scales at each location.

\* Due to FMVSS/CMVSS 110 requirements, the QAP Committee feels it is vital to the program's success that each QAP location has its own set of scales.

- C. If the dealer does not provide the mandatory 24-hour service, as outlined in Section 4 [Service Practices] of the NMEDA Guidelines.
- D. If the dealer has multiple locations and not all of them are QAP accredited.
- E. The label report is due ten days after the end of the month, but suspension is warranted after sixty (60) calendar days.
- F. If the dealer has a complaint filed against them by a customer or another dealer that is not moving toward resolution through the Mediation Committee, due to dealer's actions or inaction.
- G. If the dealer does not have the required customer documentation.
- H. If the dealer does not have the required tools, equipment, and/or facility requirements.
- I. Non-progress on application after thirty (30) calendar days, or Quality Control Manual after sixty (60) calendar days.
- J. Substantiated complaints by the Mediation Committee.
- K. Non-payment of dues and/or fees relating to the program.

## **VIII Termination from the QAP and Loss of NMEDA Affiliation**

Accreditation can be terminated for any of the following reasons:

- A. Not undertaking the actions required as per the Audit Findings Action Matrix (Appendix C).
- B. Providing false information to either NMEDA or the Audit Firm.
- C. Recommendation for suspension of a participant verified by the QAP Coordinator.
- D. A dealer who is found to be out of compliance with the NMEDA Guidelines, or does not allow a re-audit of their facility will lose their accreditation from the Quality Assurance Program and (for members) NMEDA membership.
- E. A dealer who makes any type of false advertisement, either expressed or implied, will be notified in writing to cease. If, after receipt of the letter, the false advertising continues, the dealer will be terminated from the QAP and will not be able to reapply for QAP accreditation or regain NMEDA membership (if they were a member) without unanimous approval by the NMEDA board of directors.





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- F. If a complaint is filed against a dealer by another dealer and it has been verified that quality work is not being performed as to the NMEDA Guidelines and/or applicable structural manuals and actions to correct the problem, as directed by NMEDA, have been met with refusal on the part of the dealer.

**Upon receipt of notification of termination from the program the dealer  
Forfeits all fees and must immediately:**

- **Cease making any reference that indicates QAP and/or NMEDA on modified vehicles, websites, invoices, advertising, publicity, or other releases.**
- **Return all labels to the Administrator. Dealer also forfeits all funds paid to Administrator for the labels.**
- **Return of the NMEDA QAP Accreditation Certificate.**

## **IX. Suspension and Reinstatement Process**

- A. If a NMEDA QAP dealer is found in violation of any suspension offense (See Section VII), they will be sent a letter stating that they will be suspended in fourteen (14) calendar days of the date on the letter unless the violation can be cleared up. Scheduling an out-of-sequence audit would constitute initiation of rectification within the 14-day time frame.
1. If the violation is resolved within the 14-day timeframe and NMEDA is notified in writing with appropriate documentation, a letter will be sent to the dealer stating that the situation has been corrected and that they retain their positive NMEDA QAP accreditation status.
  2. If the situation is not resolved, the dealer will be notified after the fourteen (14) calendar days that they have been suspended until they can correct the violation and provide documentation to NMEDA.
  3. Letters will be issued to all businesses, and state and industry organizations that require NMEDA QAP as an operating criterion announcing the dealer's suspension from QAP.
  4. Once the violation is resolved, NMEDA will issue a letter to all parties announcing the dealer's reinstatement of QAP accreditation on the 30th day of the month in which the suspension is lifted. (Note that some issues may require more than 30 days to resolve)

Suspension means the member (or QAP accredited non-member) is prohibited from applying NMEDA QAP labels to vehicles. Upon future review of the dealer's label log



and vehicle files it is discovered that labels have been applied during the suspension period, the dealer shall be recommended for removal from NMEDA for a period of twelve (12) months. They may reapply for membership (or QAP non-member accreditation), subject to the fees appropriate for any first time applicant, after the twelve (12) month suspension is completed.

For those dealers who rely on their NMEDA QAP designation for their ability to bid on or to continue to provide products under their existing contracts, motivation for their ongoing commitment and compliance to this program should be crystal clear.

For those dealers who do not take their suspension seriously and who continue to apply QAP labels, it is a clear breach of our code of conduct, which will result in their loss of NMEDA QAP accreditation, and for members, loss of NMEDA membership.

## **X. Complaint Process**

The dealer will request a complaint/mediation form from NMEDA and the written complaint will be referred to the Mediation Committee for action. The Complaint/Mediation Form is also available on the NMEDA web site under the documents section of the members' area.

**NMEDA Headquarters will accept verbal dealer to dealer complaints as long as they are readily verifiable complaints i.e. a dealer that does not provide 24-hour emergency service.**

## **XI. Privacy Policy:**

Information provided by the dealer including the application, insurance policies, training and welding certifications is confidential and will only be shared with the Audit Firm as necessary; audit reports are confidential. NMEDA will only provide forms and documentation as required by a court of law.

## **XII. NMEDA QAP Dealer Buy/Sell Regulations and Procedures:**

- A. For all buyers acquiring a company that has an existing QAP location(s), complete the "Change in Ownership" Form (QAP-F35), one for each location, and send into NMEDA membership coordinator upon taking ownership.

Note: QAP status may not be retained if notification is not received within 30 days of taking ownership.

- B. If the buyer (purchasing dealer) currently operates QAP accredited location(s), and is purchasing a QAP location(s) that is in current good standing, then the newly acquired



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location(s), with NMEDA approval, may continue to operate as QAP in good standing.

- C. If the buyer (purchasing dealer) currently operates QAP accredited location(s), and is purchasing a location(s) that is not, or has never been a QAP location, then the newly acquired location(s), with NMEDA's approval, may be granted, if requested, a "Conditional" QAP accreditation to carry them over until the time the initial audit is completed, so long as all application documents and payments have been received and the "Conditional" QAP accreditation request has been approved by NMEDA.
- D. A buyer who does not have an existing QAP accredited location is considered a new dealer and the new owner must follow the accreditation process described in section IV.



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NMEDA SERVICING DEALER AGREEMENT**

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Selling Dealer Name

City, State/Province, Zip

Vehicle Year/Make/Model

VIN

Customer Name

City, State/Province, Zip

**Instructions:** Complete only one of the two Parts (A or B). Check which part applies and have customer sign.

- PART A** – The NMEDA QAP accredited service facility listed below agrees to service the mobility equipment installed by the selling dealer shown on this form in accordance with the NMEDA QAP Membership Rules.

Servicing Facility Name

Phone

City, State/Province, Zip

- PART B** – One of the three conditions outlined below are true. Place a check mark in the box to indicate which of the three conditions apply and complete the form as necessary. At least one box (1-3) must be checked and Customer Acknowledgement must be signed.

- (1) There is no NMEDA QAP accredited facilities within 100 miles (160 km) or 2hr driving distance from the customers location (without crossing international borders). The closest NMEDA QAP accredited facility is approximately \_\_\_\_ mi/km or \_\_\_\_ hours driving distance from the customer’s location.
- (2) None of the accredited facilities contacted\*\* have technician(s) certified to repair/service all of the mobility equipment installed by the selling dealer.
- (3) None of the accredited facilities contacted\*\* agrees to service the mobility equipment installed.

**\*\*Note:** If box (2) or (3) are checked, the selling dealer must contact a minimum of four NMEDA QAP accredited facilities in the customer’s location and list them on this form. Additional note: there may be more than four facilities in the customers’ area, not all may have been contacted, if there are less than four facilities in the customers’ location, all shall be contacted and listed.

**List all NMEDA QAP Accredited Dealers Contacted (does not apply if Part A, or B (1) is checked):**

Facility Name:	City, State/Province, Zip	Date Contacted:	Name of Person Contacted:

**Customer Acknowledgement**

I \_\_\_\_\_ understand that this vehicle/equipment is being delivered outside of the selling dealer’s service area, or that there is no NMEDA QAP accredited facility, or none capable, or none in mutual agreement to perform servicing on my vehicle. By signing below, I acknowledge that I am the one with primary responsibility for this vehicle and that I am waiving the selling dealers’ obligation to provide 24/7 Emergency Service as outlined in the NMEDA QAP membership rules effective on the date signed. Furthermore, I understand that I will be responsible for the costs of transporting the vehicle to the selling dealer or any other service facility of my choosing if repairs, routine maintenance, or service are required.

Additional Comments:

Selling Dealer Signature

Date

Customer Signature

Date

Servicing Facility Signature (Part A only)

Date



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AUDIT FINDINGS AND ACTIONS MATRIX**

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FINDING / CLASS	NMEDA ACTION	DEALER ACTION	AUDIT FIRM	DISPOSITION
Major <b>CLASS 1</b>	QAP Coordinator will issue a formal Corrective Action Request (CAR) to the dealer's primary QAP Contact. The CAR will include a description of the finding, along with a due date for the dealer to respond. Once there is evidence the dealer has been notified their membership status will be changed to "Suspended" until the time the CAR is completed and approved.	Dealer is required to identify the root cause of the finding and complete the action necessary to prevent the finding from recurring. The dealer completes the CAR through the member portal by the due date, or asks for an extension.	Verification of the effectiveness of the corrective action will be evaluated during the next scheduled audit.	The CAR will be closed when approved by NMEDA and a record of the finding recorded. If the CAR is not approved, NMEDA will reply to the dealer with any further actions. Failure by the dealer to respond to the CAR or perform the steps necessary to close the CAR will result in continued suspension and may lead to termination from the QAP.
Major-OSAR (out-of -sequence audit required) <b>CLASS 1</b>	QAP Coordinator will issue a formal Corrective Action Request (CAR) to the dealer's primary QAP Contact. The CAR will include a description of the finding, along with a due date for the dealer to respond. Once there is evidence the dealer has been notified their membership status will be changed to "Suspended" until the time the CAR is completed and approved.	Dealer is required to identify the root cause of the finding and complete the action necessary to prevent the finding from recurring. The dealer completes the CAR through the member portal by the due date, or asks for an extension.	Once the CAR is closed, NMEDA will notify the Audit Firm to schedule an out of sequence audit. The Audit Firm will complete the audit and provide the results to NMEDA for review.	The CAR will be closed when approved by NMEDA and a record of the finding recorded. If the CAR is not approved, NMEDA will reply to the dealer with any further actions. Failure by the dealer to respond to the CAR or perform the steps necessary to close the CAR will result in continued suspension and may lead to termination from the QAP.
Minor <b>CLASS 2</b>	QAP Coordinator will issue a correspondence to the dealer's primary QAP contact notifying them of the action that is necessary to close the Minor finding and the due date to avoid further action or suspension. The dealer's membership status remains in good standing.	Dealer is required to complete all actions necessary including providing objective evidence to satisfy the QAP Coordinator that the action is completed.	Verification of the effectiveness of the action will be evaluated during the next scheduled audit.	The Minor finding is closed when the QAP Coordinator issues confirmation back to the dealer. In the event the dealer does not respond to the action(s) by the due date(s) assigned by the QAP Coordinator, the dealer's membership status will be changed to "Suspended" and remain suspended until the issue is resolved.
Opportunity For Improvement (OFI) <b>CLASS 3</b>	No Action, the information is recorded on the audit report but is not counted as a finding.	No Action is formally required by the dealer, but the dealer should consider the opportunity and if it can improve the dealer's product or process. Additionally, the dealer should consider its potential consequences for future audits.	The auditor will review OFIs recorded from previous audits during pre-audit preparation and observe if the condition is acceptable during the next scheduled audit.	None

**NOTES:**

Two consecutive suspensions demonstrate a lack of commitment and should result in the removal of NMEDA QAP accreditation for a period of not less than six (6) months.



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**QUALITY CONTROL MANUAL (QCM) REQUIREMENTS**

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**A. Instructions for completing the Quality Control Manual:**

The dealer's quality control manual, also known as the "QCM" is the primary document used that shows NMEDA the benefits and value that is being provided to the dealer's customers. NMEDA provides the dealer with the flexibility to use an existing company quality manual, create a new one from scratch, or create one using the sample template that NMEDA provides. As well, it provides a valuable link to each of the QAP Rules and an understanding of how the Guidelines are being followed. To the NMEDA third party auditors, it is an extremely valuable resource that assures the audit process goes smoothly. The use of the QCM Template is not mandatory as long as all the minimum elements listed in this appendix are included in the completed manual.

Below are the established minimum required elements (or components) for a QAP compliant QCM. It is noted that while there is an order to the list of elements, it is not mandatory that the dealer's QCM follow this order as shown. The important aspect is that each of these elements are covered somewhere in the QCM, whether they stand alone, or are combined together.

As a minimum the dealers QCM shall contain the following elements unless otherwise stated as (optional):

**1. Quality Policy:**

A stated quality policy that is specific to the dealer. The quality policy should include an element of how they are satisfying the customer.

**2. Scope:**

Describes the scope of work performed at the dealership including the accreditation type. Makes reference to the use of the approved Guidelines.

**3. Definitions and Acronyms:**

A list clarifying any acronyms or verbiage used in the QCM document that a reader may need for assistance.

**4. QAP Program Requirements:**

A statement describing how the dealer complies with each of the QAP Program Requirements found in section V of the QAP Rules, and if any are not applicable, that should be indicated. This section shall also describe how the dealer generates, controls, approves, releases, stores, and destroys QAP



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required documents such as customer/vehicle files.

**5. General Requirements:**

Describes the purpose of the quality control system implemented at the dealership. Includes the dealers commitment to the QAP Rules and established Guidelines as well as any applicable motor vehicle safety standards and other applicable industry standards employed.

**6. Organizational Chart:**

This is recommended to be an Appendix to the QCM. That way the appendix can be updated without revising the manual. The organizational chart can be graphical or can be text based and again, depends on the size and complexity of the dealer. It may be that there is one person responsible for everything, or that there are multiple people. As a minimum the section shall describe the name and title of the person that is designated as the QAP contact. This name shall also be listed in the member information portal on the NMEDA website.

**7. Responsibilities and Authority:**

Describes (by title, not name) who is responsible for what major activities at the dealership, who is authorized to make changes to processes, or allow shipment of product. Shall include that there is a primary QAP contact that is responsible to maintain current dealer information on the NMEDA website member portal, and receive and disseminate QAP related information as it is distributed by NMEDA via Short Circuits, Circuit Breaker, or other targeted emails, notifications and/or letters. If the dealer opted to assign a secondary QAP contact it should be mentioned here.

**8. Process Control:**

This section of the QCM should describe the methods used for controlling the dealer's internal processes and will vary depending on the size and complexity of the dealer location. Describe how the dealer assures their processes remain in control. If the dealer has a document control system, it should be mentioned here. State how the dealer inspects work in-process and if there are records as a result of the inspections.

**9. Receiving Inspection:**

Describe how the dealer receives material to assure it is compliant with the manufacturer, NMEDA, regulatory agency, or industry specifications. This is a





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simple description, not a complex process work instruction. If there is an internal work instruction, that can be referenced here.

**10. Process Flow (optional):**

It is optional that the dealer provides a process flow. This is best depicted visually with a flow chart, however can be accomplished by other means. The purpose of the process flow chart is not only to aid the dealer employees performing work, but also for the auditor to understand how the dealer processes work through the shop location. There is no right or wrong to process flow, it should accurately reflect how work is processed in a serial or parallel manner.

**11. Non-conforming Material:**

Describe how the dealer handles nonconforming material either in-process, or at incoming, or anywhere in the process. How the non-conforming material is segregated and identified so it is not installed or accepted as conforming material.

**12. NMEDA Guidelines:**

Describe how the dealer interprets and understands the NMEDA guidelines, could also include what parts of the guidelines apply and what do not apply. This is not a rewriting of the guidelines, but can be as simple as a short sentence that states the Guidelines are used as a reference when there are no manufacturer instructions.

**13. Customer Satisfaction:**

Describes what processes the dealer employs to satisfy its customers. This should include a minimum description of the following:

- A high level overview of the customer satisfaction process.
- The follow-up process if there is a returned item or the customer is not satisfied with the product or service.
- How customer complaints or returns are handled/processed.

**14. Labeling:**

Labeling is a large part of the QAP. In addition to the QAP label, there can be other labels such as Make Inoperative, Load Carrying Capacity, Tire Placards and more. This section shall describe the process the dealer performs for labeling, including the label log, and goes through each of the label types used



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at the location.

**15. Measuring and Test Equipment:**

This section describes how the dealer maintains and calibrates measuring and test equipment (MT&E) such as the four-corner scales, multi-meter (if applicable), and torque wrenches. For example, if the dealer calibrates in-house or uses a third party service. It is recommended that this section is a higher level description and reference an Appendix that can be used to list each piece of MT&E, its calibration interval, and serial numbers.

**16. Corrective and Preventive Action:**

Describe the process the dealer performs to correct and/or prevent anomalies or nonconformance's found by in-process and final inspections, NMEDA, or the audit firm. It should be noted that audits may result in nonconformance's and this section should state how those deficiencies are handled and if not already described in the Responsibilities section, who (by title) is responsible to handle these situations.

**17. Training Requirements:**

A review of what types of training is required, this includes NCT and technician training for each manufacturer product, as well could include optional certification training and welding if the dealer is a Structural modifier or is performing welding as part of any mobility equipment installation or modification. Note: if the installation is supervised then there shall be a record for the person supervising, and a training certificate for that person is on file.

**18. Revision Log:**

There shall be a revision log that is part of the QCM that shows the revision history of any changes made to the manual after NMEDA approval.

**19. Manual Review:**

The dealer is required to review the QCM at least annually and provide evidence the review was completed. This section should indicate that the dealer reviews the manual for fitness for use and to assure any changes to policies, processes or other regulatory changes have been considered and incorporated as necessary. It is suggested to use a manual review checklist as the basis for the review and to use a log sheet that shows the date and person(s) responsible for completing the review. The auditor will review this log



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**QUALITY CONTROL MANUAL (QCM) REQUIREMENTS**

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at each annual audit. The Dealer QC Manual Annual Review Checklist [QAP-F15] can be downloaded or requested from the NMEDA.

## **20. Equipment Manufacturer and Product Listing**

The QC Manual shall contain a product listing, or a reference to the product listing (if electronically stored and controlled). It is suggested the listing be an Appendix to the manual. The list should include as a minimum, the manufacturer name and product type for every piece of adaptive mobility equipment the dealer sells, installs, or services at its location. When there are changes to the product listing, the dealer's QAP contact shall provide NMEDA with the updated listing.

### **Additional notes about the QC Manual:**

- There are required (minimum) elements as described, however it is understood that some elements may be blended together. So long as each minimum element is covered, the manual will be acceptable.
- The dealer may have an existing quality control or quality assurance manual. If that manual includes all of the minimum elements, there is no need to create an additional manual for NMEDA.
- The manual is intended to be flexible for accommodating small dealers, as well as large dealerships. The primary purpose is to document the dealer's processes as they apply to complying with the QAP rules. Manual size is not important and is dependent on the scope and complexity of the dealer location.  
A sample QC Manual Template can be provided by NMEDA for dealers that would like more assistance with the creation of the manual. Contact NMEDA for further assistance if necessary. The QC Manual Template can be supplied by request or found on the NMEDA website document section.