

# QAP Rules Changes for 2018

- I: Purpose and Scope – QAP Requirements, third bullet – Removed “(or equivalent in Canada)”
- III: Categories of QAP Accreditation – Notes, A – Changed to read, “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.”
- IV: NMEDA QAP Dealer Accreditation and On-going Membership Process – B, 5 – Added, “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.”
- IV: E – Removed.
- IV: F – Changed to read, “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.”
- IV: H – Removed “The audit will be conducted generally in accordance with the directions contained in the document titled “NMEDA QAP Audit Process” (Appendix A).”
- V: Program Requirements – 2: Training Verification – Changed to read, “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.”
- V: 3: Standards of Knowledge – Removed “c) NMEDA By-Laws”
- V: E: Mandatory Audits – Changed to read, “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.”
- XII: NMEDA QAP Dealer Buy/Sell Regulations and Procedures, A – Changed to read, “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.”
- XII: B – Changed to read, “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 location(s), with NMEDA approval, may continue to operate as QAP in good standing.”
- XII: C – Changed to read, “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.”
- XII: D – Changed to read, “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.”
- Appendix A – Removed.