



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lt. Governor

KENNETH C. HOLT
Secretary

MEMORANDUM

Date: June 15, 2015

To: Maryland Approved Industrialized Building Manufacturers
Maryland Approved Testing Facilities (ATF)

From: Norman C. Wang, RA, Manager, Industrialized Building and Manufactured Homes Program,
Maryland Codes Administration

Ref: Requirements when responding to DHCD Plant Inspection Reports

Effective immediately, the requirements when responding to DHCD Plant Inspection Reports should be as follows:

- All communications and correspondences should go through ATF's. DHCD will send original Plant Inspection Reports to the ATF representing the inspected plant.
- Manufacturer should forward its responses to the Inspection Reports to its ATF.
- ATF should prepare a letter on its letterhead stating the following:
 - The responses on the Maryland Response Form
 - Actions taken by the ATF in response to the findings during the inspection
 - Any follow-up actions, if applicable
- Also include the completed Maryland Response Form when sending requested information to DHCD

