



Producer Member Since: _____

Re: Safe Room Quality

Dear Official:

The presence of an NSSA seal on completed safe rooms implies that the shelter was:

1. Designed by a registered professional architect or engineer.
2. Verified by an NSSA approved, third-party engineer to be compliant with **ICC/NSSA Standard** and **FEMA P-320** and **P-361** guidelines.
3. Installed as per instructions on the design drawings or as per the producer's installation checklist.
4. Inspected for proper installation described by an inspection checklist provided the producer.

This and more is required of NSSA producer members in the attached
Safe Room Standards and Compliance Verification Process

Much of what the building official must consider in approving installation of a safe room and assuring its safety has been done by the NSSA Producer Member.

QUALITY OF NSSA SHELTERS IS ASSURED BEFORE THE NSSA SEAL GOES ON

Call us to answer any questions you may have about Producer Members or
the NSSA Compliance Verification Process.

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NSSA COMPLIANCE VERIFICATION PROCESS

Designer of Records

For each model, the Designer of Record, a Licensed Design Professional:

- Provides engineering drawings and specifications for safe room (storm shelter) to Producer Member, seals, signs and dates each sheet of drawings.
- Identifies applicable standards and guidelines met or exceed in design. Include latest editions of **ICC 500 Standard, FEMA P-320 and P-361** Guidelines. If differences exist in design criteria, the most stringent shall be met.
For above ground safe rooms (shelters) provide:
 - Minimum specifications for foundation or slab design-thickness, reinforcement, overhang, avoidance or pre-tensioning or post-tensioning strands, anchoring details.
 - Assembly and installation instructions including step-by-step installation checklist or a Quality Assurance Plan.For below ground safe rooms (shelters) provide:
 - Specification for site preparation, minimum and maximum slope of grade, slope stabilization.
 - Design an anchorage, ballasting to prevent buoyancy with saturated soil conditions.
 - Step-by-Step installation instructions including backfilling, encasement, and compaction or a Quality Assurance Plan. Under slab-on-grade safe rooms (storm shelters) are included in the standards list above.
- Provide Inspection Checklist - Producer Member will create his checklist to meet required inspections and may include specific installation instructions they deem important.
- Identifies applicable standards and guidelines met or exceed in design. Include latest editions of **ICC 500 Standard, FEMA P-320 and P-361** Guidelines. If differences exist in design criteria, the most stringent shall be met.

Design

Debris Impact Test

For each model, and International Accreditation Service or approved testing facility must perform the debris impact tests.

- The Texas Tech University-NWI Debris Impact Facility, Intertek-ATI Building & Construction & UIL Buildings Materials-Impact Testing and Cycling Testing Services are approved testing agencies.
- The **ICC 500-2014**, Section 105 and Chapter 8, gives specific testing requirements for shelters, doors and components.

Impact Test

Third-Party Evaluation

- Evaluates all elements of design for standards compliance.
- Reviews and evaluates installation instructions and/or detailed Quality Assurance Plan.
- Issues statement of scope of third-party evaluation stating compliance with latest editions of **ICC 500 Standard & FEMA P-360**.
- Provides evaluation report to Produce Member and to NSSA home office.

Evaluator

Producer Member

- Provides sealed engineering drawings/specifications, Third-Party Evaluator report and Impact Test report to NSSA home office along with member application documents.
- Provides sealed engineering design drawings and specifications, installation instructions and/or Quality Assurance Plan to authority have jurisdiction (AHJ) when requested.
- Follows design drawings and specifications and follows installation instructions to engineering specifications.
- Permits plant or construction site visits by NSSA Chief Compliance Officer and/or inspectors of jurisdictional authorities if required by either. Purpose and focus of visit shall be stated in writing upon arrival.
- Provides drawings and specifications to owner or installer to obtain building permits as required.
- Affixes NSSA Producer Member Seal to each safe room (storm shelter) installed and files Certificates of Installation and Inspection Checklist with NSSA home office.

Production / Manufacturer

Producer/Installer (Authorized Representative of Producer Member of NSSA Installer Member)

- Follows installation instructions and completes Inspection Checklist, performing all required inspections.
- Notifies owner that site must be verified to be outside of floodway and meet minimum safe floor level to meet FEMA guidelines (FEMA will have SFHA local maps online for flood information).
- Records GPS Coordinates of installation site, encourages owner to register site with local emergency management agencies.
- Records serial number of Producer Member seal.
- Signs Certificate of Installation or separate document that installation instructions were followed. Attach completed installation checklist.

Installation

Inspection/Rebates

- When required by the Authority Having Jurisdiction(AHJ) or by grant authority, the AHJ or a duly appointed inspector performs schedules inspections and produces an Inspection Report after the final inspection.
- When required by a homeowner applying for a grant, the Producer shall provide sealed engineering designs, signed copy of the Inspection Checklist, Certificate of Installation and any other requested information for submittal to grant administering agency.

Inspection