

Agency: [Insert Agency Name]

[Insert Department or Division Name]

ROLLING STOCK VEHICLE PROCUREMENT

Post-Delivery Audit Report

[Insert Contract #]

[Insert Contract Name]

Submitted By: [Insert Name/Title]

Signature

[Insert Agency Name, Department/Division], Subrecipient

[Insert Date]

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1.0 EXECUTIVE SUMMARY

Instructions

Provide a description of the report including manufacturer, number and type of vehicles, and references to key FTA guidelines.

Provide a statement about whether the rolling stock vehicle manufacturer is compliant with all three certifications; reference FTA regulations (49 CFR parts 661 and 663).

Provide a description of how the report is divided into two (or three) major sections in accordance with the regulation's requirements, namely: (i) Post-Delivery Buy America Certification; (ii) Post-Delivery Purchasers Requirements Certification; and (iii) Post-Delivery FMVSS Certification (if applicable)

Include a statement about the appendices of the report containing the relevant attachments to support the three major sections.

Provide a statement as to whether the rolling stock vehicle manufacturer meets the requirements of 49 CFR part 663.

[Type here]

2.0 POST-DELIVERY AUDIT PROCEDURES

Instructions

Provide a brief description of the procedures used to perform the overall audit, including whether the recipient's staff or consultants were used. Include a brief statement about the Post-Delivery Buy America documentation received from the rolling stock vehicle manufacturer and provide a brief overview of the review and analysis performed to determine compliance with Buy America Requirements, including onsite visits to the rolling stock manufacturer or component supplier sites. Include a brief statement about the procedures used to verify the Post-Delivery Purchaser's Requirements Certification, including the presence of a res-dent inspector and confirmation of receipt and review of the resident inspector's report, to determine compliance with Post-Delivery Purchaser's Requirements Certification.

[Type here]

3.0 POST-DELIVERY BUY AMERICA CERTIFICATION

Instructions

Provide a brief summary addressing the rolling stock vehicle manufacturer's Post-Delivery Buy America documentation, and whether the manufacturer meets or does not meet the domestic content and final assembly requirements. Provide a brief summary of the documentation provided by the rolling stock vehicle manufacturer and reviewed by the recipient or its designated auditor.

[Type here]

3.1 Verification of Domestic Content

Instructions

Provide a detailed summary of the auditor's review of the rolling stock vehicle manufacturer's Buy America worksheet and whether it includes all the typical components of the rolling stock being purchased per 49 CFR § 661.11. State the total % domestic content claimed by the rolling stock vehicle manufacturer.

Include information about the information and documentation reviewed by the auditor to verify the domestic content, including, but not limited to, whether information about the breakdown of components, subcomponents, manufacture of origin percent cost or actual cost of components and percent cost or actual cost of corresponding subcomponents. Provide a brief summary about the formulas and calculations used to determine domestic content and whether it is accurate. Provide any other unique details about the manufacturer's Buy America worksheet. Provide a summary of the review of the bill of material and whether it was used to verify components. Provide a summary of the auditor's review of purchase orders or paid invoices of components and whether costs were acceptable to the rolling stock manufacturer's Buy America domestic content worksheet.

Provide a brief summary about whether the manufacturer has signed certificates from component suppliers certifying U.S. content and a statement about the sampling of the components supplier's certifications. (NOTE: This is just a statement as to whether the manufacturer has obtained certificates from its suppliers; signed certificates from suppliers is not requirement, but is a recommended practice.)

Provide a summary statement affirming the manufacturer's claimed domestic content based on independent analysis. Provide a final statement about whether the Rolling Stock Manufacturer's Buy America worksheet is accurate and documented.

[Type here]

3.2 Verification of Final Assembly Requirements

Instructions

Provide a brief summary confirming the U.S. final assembly location and how final assembly activities correspond to minimum final assembly activities in 49 CFR § 661.11, Appendix D. Make reference to the Resident Inspector's report that details this information.

[Type here]

4.0 POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

Instructions

Provide a summary that this section addresses the manufacturer's Post-Delivery Purchaser's Requirements Certification. Provide a brief summary on the methods of review and analysis to determine if the requirements were satisfied, including presence of the resident inspector, resident inspector's report and verification and results of visual inspection and test sheets.

Provide a summary statement as to whether the Rolling Stock Vehicle Manufacturer meets the Post-Delivery Purchaser's Requirements, as stated in 49 CFR part 663 Pre-Award and Post-Delivery Audits of Rolling Stock Purchases.

[Type here]

4.1 Assignment of Resident Inspector to Final Assembly Location; Verification of Manufacturers Capability and Capacity

Instructions

Provide a brief summary of the Resident Inspector's report and how it demonstrates the Rolling Stock Manufacturer's Capability and Capacity. Include information such as whether the resident inspector was at manufacturer's facility full time or part time, the number of resident inspectors at the final assembly plant, and the type of inspections performed on vehicles as summarized in the resident inspector's report. Provide a summary of quality assurance and control processes and whether the processes are consistent with the appropriate FTA elements of quality.

[Type here]

4.2 Inspection, Testing and Commissioning to Show Vehicles fulfill Contract Specifications

Instructions

Provide a brief summary of key inspection, testing, test witnessing and commissioning activities as summarized in the resident inspector's report, making reference to sample inspection check sheets, testing procedures, reports, and examples of how the inspection and testing results meet the technical specification requirements.

[Type here]

5.0 FEDERAL MOTOR VEHICLE SAFETY STANDARDS (FMVSS CERTIFICATION)

Instructions

Provide a summary statement that the rolling stock vehicle manufacturer's actual FMVSS self-certification sticker information was obtained and reviewed. Review against a sample FMVSS sticker and was found to include the content required for the Post-Delivery Audit.

[Type here]

6.0 POST-DELIVERY AUDIT CONCLUSIONS

Instructions

Provide a summary regarding how the procedures used, analysis performed, and results found on the Post-Delivery Audit of the rolling stock manufacturer indicate the Buy America Compliance and the Purchaser's requirements certification have been satisfied.

[Type here]

EXHIBIT A

POST-DELIVERY BUY AMERICA CERTIFICATION

As required by 49 CFR part 663 – Subpart C, the Agency, as Subrecipient, certifies that it is satisfied that the vehicles received, _____ (number and description of vehicles) from _____ (manufacturer), meet the requirements of 49 U.S.C. 5323(J), as amended. The recipient, or its appointed auditor (which is not the manufacturer or the manufacturer’s agent), has reviewed documentation provided by the manufacturer, which lists (1) the actual component and subcomponent parts of the vehicles identified by the manufacturer, country of origin, and cost; and (2) the actual location of the final assembly point for the vehicles, including a description of the activities that took place at the final assembly point and the cost of final assembly.

Signature: _____

Date: _____

[type Approver name here]

[type title here]

EXHIBIT B

POST-DELIVERY PURCHASER'S REQUIREMENTS CERTIFICATION

As required by 49 CFR 663 – Subpart C, the Agency, as Subrecipient, has conducted a post-delivery audit and certifies that a resident inspector, _____, was at the manufacturing site of _____ (manufacturer) during the period of manufacture of the vehicles, _____ (number and description of vehicles). The inspector monitored manufacturing and completed a report on the manufacture of the vehicles, and provided accurate records of all vehicle construction activities. The report addresses how the construction and operation of the vehicles fulfill the contract specifications. After reviewing the report, visually inspecting the vehicles, and performance testing the vehicles, the recipient certifies that the vehicles meet the contract specifications.

Signature: _____

Date: _____

[type Approver name here]

[type title here]

EXHIBIT C

POST-DELIVERY FMVSS CERTIFICATION

As required by 49 CFR part 663 – Subpart D, the Agency, as Subrecipient, certifies that it received, at the post-delivery stage, a copy of the self-certification information of _____ (manufacturer), stating the the vehicles, _____ (number and description of vehicles) comply with the relevant Federal Motor Vehicle Safety Standards issued by the National Highway Traffic Safety Administration in 49 CFR part 571.

Signature: _____

Date: _____

[type Approver name here]

[type title here]

APPENDIX 1

ROLLING STOCK VEHICLE MANUFACTURER'S POST-DELIVERY BUY AMERICA WORKSHEET, AUDITOR'S ASSOCIATED ANALYSIS, AND VERIFICATION OF FINAL ASSEMBLY COST

APPENDIX 2

ROLLING STOCK VEHICLE MANUFACTURER'S BUY AMERICA CERTIFICATION

It is recommended, but not required, that manufacturers obtain executed (signed and dated) certifications from all their suppliers for the post-delivery audit.

APPENDIX 3

RESIDENT INSPECTOR'S POST-DELIVERY PURCHASER'S REQUIREMENTS REPORT