

# Temporary Shutdown Notice



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Phone: 312-786-0300 | audit@pci.org | www.pci.org

The Producer must notify PCI if their plant will be Temporarily Shutdown for more than one (1) month, and this notice must be submitted to PCI one week prior to shutdown. A Producer may be charged for an unannounced audit that takes place during inactive production operations if the Producer did not put forward a good-faith effort to notify PCI.

If the plant is expected to be shut down for more than 9 months from the last plant audit, contact PCI for additional information.

When completing this form, please be sure to include your anticipated start-up date. This date is used to help PCI plan annual audit schedules.

Last Day of Production: \_\_\_\_\_

Company Name: \_\_\_\_\_

Facility Location: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Location Plant Manager: \_\_\_\_\_

Anticipated Restart Date: \_\_\_\_\_

*(Note: Producer must notify PCI within 10 days of production restart.)*

Location Lead Q.C.: \_\_\_\_\_ PCI Tech. Level: \_\_\_\_\_

## PRODUCT TYPES PRODUCED DURING THREE MONTHS PRIOR TO TEMPORARY SHUTDOWN

Product Type:	Approximate Number of Pieces/Week:	Comments:
<input type="checkbox"/> Hollow-Core	_____	_____
<input type="checkbox"/> Commercial Beams	_____	_____
<input type="checkbox"/> Columns	_____	_____
<input type="checkbox"/> Double Tees	_____	_____
<input type="checkbox"/> Wall Panels	_____	_____
<input type="checkbox"/> Architectural Elements	_____	_____
<input type="checkbox"/> Bridge Beams	_____	_____
<input type="checkbox"/> Other Products	_____	_____

Note: The above information is necessary in order to schedule the length and type of restart audit.

### Other Comments That May Be Helpful in Scheduling Future Plant Certification Audits:

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_