



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
STEEL FABRICATOR REGISTRATION PROGRAM

FACILITY REGISTRATION CERTIFICATION
(APPLICATION FORMS ARE PART OF THIS BULLETIN)

The Washington Association of Building Officials (WABO) maintains a roster of registered fabricators engaged in the manufacture of Structural Steel systems and assemblies.

WABO Registered Fabricators shall be valid for one year and are be subject to annual renewals. Registration will be renewed, contingent on compliance with quality control procedures during the past year and payment of the prescribed renewal fee. WABO may revoke such registration for cause.

Registration fees are based upon WABO's current fee schedule.

If you wish to have your facility registered, you must complete the following:

1. Submit the attached application forms to WABO with the appropriate fees. The application must be accompanied by a letter on company letterhead requesting WABO registration in a specified category with the location of the facility to be registered.
2. Develop and submit a quality control manual on a thumb drive. The manual must be a detailed procedural manual which will provide a basis for quality assurance and control of the fabricating process. Include a list of key personnel (with brief resumes) and a full description of your product (enclose any applicable product brochures and/or photos). Also include documentation of at least one nationally recognized accreditation / certification your facility maintains. WABO currently accepts national accreditation / certification from International Accreditation Service (IAS) and American Institute of Steel Construction (AISC).
3. Successful completion of an evaluation audit by a WABO Technical Consultant to verify information submitted with the application for registration.
4. Successful completion of an oral interview and written examination administered to key quality control personnel.
5. Agree to have periodic facility inspections conducted by the independent inspection/quality control agency to monitor the effectiveness of your quality control program. The agency must notify WABO in writing of any changes to the quality control procedure manual. If a major modification requires a WABO evaluation, the cost shall be paid by your company.

If you have any questions, please contact the WABO office at 360-628-8669 or by e-mail at wabo@wabo.org.



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FABRICATOR REGISTRATION APPLICATION FORM

DIRECTIONS: Please answer all questions thoroughly. Type or print all responses.

Mail / email the **completed** application along with the appropriate application fee to: WABO, PO Box 7310, Olympia, WA 98507-7310 or registration@wabo.org.

MAKE CHECKS PAYABLE TO: WABO

After review of the submittal materials, the agency general manager will be advised of any deficiencies in the materials. Following reconciliation of any deficiencies, arrangements will be made for an on-site survey/audit of the agency's facilities and equipment. For a list of items to be inspected during the on-site inspection, refer to the enclosed Audit procedures pages.

Please include the following:

- Letter on company letterhead, requesting WABO Registration
- Original completed application form (See cost below)
- Audit Application fee (make checks payable to WABO)
- One copy of current Quality Systems Manual on a thumb drive
- Initial Key Quality Control Lead Inspector Application (See attached) – **Application Fee \$400**
- Initial Key Quality Control Backup Inspector Application (See attached) – **Application Fee \$400**
- Current copy of National Accreditation / Certification for Structural Steel Fabrication
- Current copies of Quality Control Personnel Certifications (AWS/ICC)

Are you a WABO registered Weld Testing Agency or utilize WABO Certified Welders in your facility?

- Yes – **Application Fee \$500**
- No – **Application Fee \$750** (Includes welder qualification procedure verification)

Robotic Arc Welding – For fabrication facilities who want their robotic equipment and personnel recognized in the WABO Registered Fabrication Program complete the Robotics Operations Information Form found in Appendix A – Robotic Operations Information Form of WABO Standard 1702.

A separate application is required for each fabricator location.

1. FABRICATOR INFORMATION

Facility Name _____

Facility General Manager _____

Facility Quality Control Manager (Required) _____

Phone No.: _____ Email: _____

Facility Address: _____
Number and Street

City _____ State _____ Zip Code _____

Mailing Address: _____
Number and Street

City _____ State _____ Zip Code _____

Federal Employer (Tax) Identification Number (EIN): _____

2. QUALITY CONTROL PERSONNEL

Lead Quality Control Inspector (Required) _____

Certificate Number: _____ Expiration Date: _____

AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required (Copy accompanied with form)

Quality Control Inspector – Backup/Second Shift (Required) _____

Certificate Number: _____ Expiration Date: _____

AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required (Copy accompanied with form)

Quality Control Inspector – Backup/Second Shift (If Applicable) _____

Certificate Number: _____ Expiration Date: _____

AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required (Copy accompanied with form)

Fabrication/Plant Foreman (If Applicable) _____

3. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT

I certify that all statements, answers and information given as a part this application process are accurate to the best of my knowledge. I understand that giving false and/or misleading information may be cause for rejection of this application or revocation of subsequent registration as a Structural Steel Fabricator.

Signature of Owner/Corporate Officer _____

Date _____

Print Name _____

3. EDUCATION AND TRAINING INFORMATION

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific education and training experience with relevant dates of each experience. If additional space is needed, attach supplemental sheets.

4. WORK EXPERIENCE INFORMATION

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should contain specific work experience with relevant dates of each experience. If additional space is needed, attach supplemental sheets.

5. PROJECTS EXPERIENCE LIST

NOTE: Information should relate to the type(s) of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. The list should include: the name of the project; the date(s) the applicant worked on the project, the name and telephone number for the registered agency or the applicants supervisor on the project. If additional space is needed, attach supplemental sheets.

6. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT

I certify that all statements, answers, and information given as a part this application process are accurate to the best of my knowledge. I understand that giving false and/or misleading information may be cause for rejection of this application or revocation of subsequent registration as a Structural Steel Fabricator.

I consent and authorize representatives of the Washington Association of Building Officials to request any information concerning my previous employment, education, military service or other information pertinent to this application.

(Signature of Applicant)

(Date)



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FACILITY AUDIT PROCEDURES

There are two parts to the registration process; Part I covers review of the fabricators quality systems manual, Part II contains two sections; section A covers quality control records and key quality control personnel interviews and exams, section B verifies facility quality control operations.

This check-list is used in conjunction with IBC, AISC, AWS, and ASTM codes and standards for reviewing quality control manuals and conducting site audits. 100% compliance is required of all quality systems manuals prior to scheduling site audits.

QUALITY SYSTEMS MANUAL (QSM)

PART I: Manual Review

- ___ QSM has been approved by a nationally recognized accreditation / certification body for Structural Steel Fabrication (IAS or AISC)
 - ___ Signatures of all key Quality Control (QC) personnel authorized to sign QC reports and/or certificate of compliance
 - ___ Organizational chart reflecting key QC personnel at their current positions and outlines their scope of work
 - ___ QC manual indicates a separation of responsibility for production and quality control
How? _____
 - ___ QSM has a procedure to identify incoming material
 - ___ Sample of daily inspection reports used by quality control welding inspectors is on file
 - ___ Written procedure for identifying and reporting non-conforming material or work
 - ___ Welding inspectors are AWS/CWI or ICC Structural Steel and Welding Special Inspector certified
 - ___ QSM requires inspection of all welds by a certified inspector
 - ___ Standard operating procedure (SOP) confirms that either subcontracted work will be by other WABO Registered Fabricators, or written procedures that inform subcontractors of special inspection requirements as prescribed by IBC Chapter 17
 - ___ QSM has a provision that indicates welding inspectors/ quality control personnel have read the manual
 - ___ List third party testing agencies used for NDE testing.
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- Facility should have a written practice for the control and administration of NDT personnel, training, examination and certification. *ASNT No SNT- TC 1A*
- ___ There is reference to the location of weld procedures, weld certification (shipping, storage, handling, installation and inspection)
 - ___ Examples of welder certification, standard weld procedures, and PQR as needed in

QSM

- QSM indicates if two shifts are used, each shift shall provide QC personnel
- QSM contains a list of required inspection equipment as follows:
 - Torque wrench for high strength bolts
 - Inspectors identification stamp or tags
 - NDE equipment, if applicable
 - Thermometer and temperature sticks
 - Bolt tension calibrator (i.e. Skidmore Wilhelm)
 - Amp/volt meter, if applicable
 - Weld viewing
 - Hammer for weld testing
 - Strong hand light
 - Steel rule
 - Fillet weld gage
- Procedures for maintaining training records
Who is responsible for their accuracy? _____
- Statement that clearly gives quality control the authority to stop work and inform operations supervisor of non-conforming work
- QSM maintains a list of technical reference material as follows:
 - Current edition AISC Manual of Steel Construction
 - AISC 341 – Seismic Provisions
 - AWS welding codes, D 1.1, D1.3, D1.4, D1.8 and B1.11 - guide for visual inspection
 - AWS A5.XX – Appropriate Specification for electrodes and shielding gases
- QSM contains a written method/procedure for notifying the jurisdiction of fabrication and shipping dates for each project within a City's jurisdiction.
- QSM contains a copy of a Certification of Compliance statement as prescribed by IBC Chapter 17. This statement must include language that confirms fabricated work was fabricated in accordance with the approved plans and specifications.

PART II:

Once the manual has been reviewed and approved, the following procedures shall apply:

All audits consist of two sections: Section A includes a conference discussion with management and other key QC personnel on WABO expectations and a review of WABO Standard 1702: Steel Fabricator Registration Program, covering quality control inspections and verification of records. Next, the QC personnel will be interviewed to verify his /her knowledge on typical questions used to certify special inspectors. A written exam is also administered. Questions will come directly from IBC, AWS, ASTM and AISC Standards. A combined score of 75%, with no less than 65% on either the interview or exam, is considered passing. A back-up inspector will also be interviewed.

Section A: Interview and exam questions are confidential.

Section B: Conducting the audit

- ___ Certified mill test reports are kept on file
- ___ The grade of material and marking is verified prior to fabrication, during, and to restocking cut pieces
- ___ Workmanship is checked throughout the fabrication process
How is this recorded? _____
Is it per the QSM? _____
- ___ All pieces receive a final inspection
How is a record kept of this inspection? _____
- ___ Inspectors have the minimum equipment available i.e., tapeline, weld gages, strong hand light, thermometer & temp stick torque wrench for high strength bolts, amp/volt meter and Skidmore Wilhelm
- ___ Non-conforming work is documented tracked
How? _____
- ___ It is in writing that quality control has the authority to stop work and require necessary repairs or corrections be made
- ___ Fabrication is showed to be in accordance with the approved construction documents
Method: _____
- ___ How are RFI's handled in the shop? _____
Who must sign-off? _____

___ Technical reference library contains the following texts: (Structural Steel)

___ WABO Standard 1702

___ Current International Building Code (IBC)

___ Current American Institute of Steel Construction, Seismic Provisions

___ Allowable Stress Design (ASD), Steel Manual

___ Load and Resistance Factor Design (LRFD) Manuals

___ Simple Shear Connections

___ Structural Steel Detailing Manual

American Welding Society –

___ Structural Welding Code AWS D1.1 Sheet Steel

___ Welding Code AWS D1.3 Reinforcing Steel

___ Welding Code AWS D1.4 Seismic Welding

___ Supplement AWS D1.8

___ Standard Weld Symbols AWS A2.4

American Society for Testing and Materials –

___ ASTM A6

___ High strength bolts; installation & inspection quality control procedures

___ Calibrated bolt tension device is logged in and used

___ Proper storage and identification of each shipment

___ Personnel training records

___ All bolts, nuts and washers checked for conformance to specifications

___ Bolt tension calibration device is available for pre-installation testing and wrench calibration

___ Installers have reviewed written tightening procedures and they are used

___ Welding personnel qualification records are available

___ Lists of needed welding procedure specifications (WPS) are prepared for project – they are reviewed and approved by design engineer

___ Audit (in-house record) of welding personnel

___ WPS are available to welder and QC staff

___ Welding equipment calibration records are available

___ There is a filler metal storage policy and it is being followed.

___ Demonstrate conformance with WPS using amp/volt meter

___ Welding processes are used

___ Nondestructive Testing Policy exists and is being used

___ Subcontracting firms: _____

___ Data-forms: _____

___ Agency and personnel certifications and verifications