KEY PERSONNEL CHANGE OR VACANCY NOTIFICATION

Washington Association of Building Officials (WABO) **Special Inspection Registration Program** is based on the premise that the "Special Inspector" referenced in the International Building Code (IBC) chapter 17 is a quality control agency organized with qualified management, supervisory and inspection personnel together with the appropriate equipment and facilities to conduct inspection and material testing in accordance with those standards stipulated in the IBC.

Registered agencies are expected to advise the WABO office and selected local jurisdictions of vacancies in technical director, supervising laboratory technician(s) and special inspection field supervisor(s) positions, in a timely manner. The technical director, or any temporary representative, of the agency should take the following steps to ensure that the registration status of the agency is not interrupted:

1.   Notify the building official (in those jurisdictions that specify WABO special inspector registration), where their agency is currently conducting inspection or testing services, of their key personnel vacancy and plans to have the individual's duties covered until the vacancy is filled; and,

2.   Provide WABO, within fifteen (15) working days of the date of the vacancy with a written plan, acceptable to WABO:

   2.1   Addressing how the agency plans to temporarily cover the key person's duties until the vacancy is filled; and,

   2.2   Provide a reasonable date when the vacancy will be filled; and

3.   Any written plan should include documentation of qualifications of any person or external service proposed to temporarily cover a vacancy

Failure to provide a mutually acceptable plan or to make a good faith effort to complete the above steps in a timely manner, not to exceed 30 days, may have a direct impact on the agency's continued registration in the form of suspension or withdrawal of the agency registration.