



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

CERTIFICATION AND REGISTRATION PROGRAM

STEEL FABRICATOR REGISTRATION PROGRAM

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 (see attached).

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

1. Submit the attached application form to WABO with the appropriate fee. 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 CD-ROM. 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 certification your facility maintains. WABO currently accepts national certifications 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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**STEEL FABRICATOR REGISTRATION
APPLICATION FORM**

Please include the following:

- _____ Letter on company letterhead, requesting WABO Registration
- _____ Original and **one copy** of completed application form
- _____ Current copies of Quality Control Personnel certifications (AWS/ICC)
- _____ \$500 Application fee (make checks payable to WABO)
- _____ One copy of current Quality Systems Manual on **CD-ROM**

A separate application is required for each fabricator location.

Fabricator Information

Fabricator Name: _____

Company Name (if different than fabricator): _____

General Manager: _____

Quality Control Manager (required): _____

Phone No.: _____ Fax No.: _____

E-mail: _____

Physical Address: _____

_____ city state zip

Mailing Address (if different): _____

_____ city state zip

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

Quality Control Personnel

Lead Quality Control Inspector (required): _____
AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required

Certificate Number: _____ Expiration Date: _____
***Include copy of current certification*

Quality Control Inspector – Backup/Second Shift (required): _____
AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required

Certificate Number: _____ Expiration Date: _____
***Include copy of current certification*

Fabrication/Plant Foreman (if applicable): _____

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 or Corporate Officer

Date

Print name

Send completed application package to:

**WABO
PO BOX 7310
Olympia, WA 98507**

Washington Association of Building Officials
PO Box 7310, Olympia, WA 98507-7310
(360) 628-8669 (888) 664-9515 Fax (360) 918-8012
wabo@wabo.org www.wabo.org



STEEL FABRICATOR REGISTRATION PROGRAM FEE SCHEDULE

Effective July 2010

FABRICATOR INITIAL REGISTRATION

Registration Application - includes 3 hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate	\$500
Registration Audit/Inspection – includes one audit/inspection. Additional deficiency processing time will be charged the prevailing hourly rate	\$725 plus expenses
Key Quality Control Inspector Interview and Exam – includes one individual oral interview and written exam, up to 3 hours total.	\$325

FABRICATOR REGISTRATION RENEWAL

Annual Renewal Application Processing - includes 2 hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate	\$350 plus expenses
Registration Audit/Inspection (every three years) - includes 1 hour of deficiency processing time. Additional deficiency processing time will be charged the prevailing hourly rate	\$600 plus expenses

ADDITIONAL FABRICATOR KEY QUALITY CONTROL PERSONNEL

Key Quality Control Inspector Exam Application	\$125
Key Quality Control Inspector Interview Application	\$125
Administration of interview/exam is billed at the current prevailing hourly rate, plus expenses.	

Note: Expenses include WABO consultant travel time, transportation and meals and lodging, when necessary. WABO attempts to coordinate audits to allow Fabricators to share expenses.

Current prevailing hourly rate is \$110.