



**Washington Association of Building Officials
Special Inspection Registration Program**



**Agency and
Inspector
Performance
Qualification
Standard 1701**

Revised January 2007

**A Performance Qualification Standard
Approved by
Washington Association of Building Officials**

WABO Standard 1701
Second Edition - January 2003
Third Edition - November 2004
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AGENCY AND INSPECTOR PERFORMANCE QUALIFICATION STANDARD- SPECIAL INSPECTION

Prepared by
WABO Special Inspection Registration Board

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The WABO Standard 1701 is available for downloading at www.wabo.org or may be purchased through The WABO Bookstore in a compact disk (CD) format. Contact the WABO office for pricing.

The WABO Bookstore also sells other building codes and standards required to support the Special Inspection Registration Program.

Also available is the WABO Welder Standard 27-13, a guide for WABO Welder Testing Agencies.



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1. GENERAL INFORMATION

Adoption of the International Building Code by the State of Washington and as amended, requires that all construction or work for which a permit is required shall be subject to inspection by the building official.

This program is designed around the philosophy that the "special inspector" referenced in the International Building Code (IBC) section 1704 is a quality control agency, organized with qualified management, and supervisory personnel, special inspectors and laboratory technicians together with the appropriate equipment and facilities to conduct material testing in accordance with those standards stipulated in the IBC.

When structural observation is required by Section 1709, the inspection program shall name the individuals or firms who are to perform structural observation and describe the states of construction at which structural observation is to occur.

In addition to the required inspections the owner, or the engineer or architect of record acting as the owner's agent shall employ one or more special inspectors who shall provide inspections during construction.

The Special Inspection Registration Program described herein is a program of the Washington Association of Building Officials (WABO). The Program was developed in response to a need, expressed by a number of jurisdictions and quality control agencies in the State of Washington, for a uniform method of determining qualifications of special inspection agencies and special inspectors. The program is designed to assist local jurisdictions in meeting their obligation to assure that qualified special inspection services are being used and to provide long term monitoring of those involved in special inspection to assure continuing quality control.

The program is intended to provide building departments with the means to meet the obligation imposed on the building official to approve special inspectors. The IBC, section 1704 specifies that **"the special inspector shall be a qualified person who shall demonstrate competence, to the satisfaction of the building official, for inspection of the particular type of construction or operation requiring special inspection."**

The program is also intended to aid the quality control (special inspection) community by providing a consistent set of criteria by which their competency will be judged. The voluntary registration program is designed to provide a means of documenting special inspection and testing qualifications and competency in the various types of work cited in the IBC.

The program provides the means for "special inspection agencies" and/or "special inspectors" to demonstrate competency to a consistent set of criteria relative to special inspection, as specified in the IBC, and establishes a roster to which local jurisdiction building officials in the State of Washington may refer to determine if an agency or individual has met preferred recognized criteria to perform special inspections in the areas required for each individual project.

This document defines minimum requirements for personnel and equipment (refer to Appendix B) for organizations engaged in the testing and/or inspection of a variety of structural systems or critical building components, who wish to become registered as "special inspectors" with WABO.

The program provides for registration of organizations as Special Inspection **Agencies** and individuals as Special Inspection **Inspectors** in the following categories:

1. Reinforced Concrete*
2. Prestressed Concrete**
3. Shotcrete**
4. Structural Masonry
5. Structural Steel and Welding (includes high strength bolting)
6. Lateral Wood
7. Lateral Framing (Wood & Cold Formed Steel)

*Requires current ACI certification as an ACI Field Technician – Grade 1.

**Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

A description of the required qualifications, submittal requirements, examination criteria, monitoring system and more are contained herein. The standard set of qualifications herein are a combination of nationally accepted criteria and criteria developed by WABO molded together to form a unique program which combines theory and applied practice together with ethics and responsibilities.

With the agency and inspector registries this program will generate, building officials in the state will no longer have to develop their own method of determining the competency of "special inspectors" nor will organizations and individuals involved in quality control/special inspection need to meet a variety of criteria to demonstrate their competency to the variety of building officials throughout the state.

However, this program is not intended to eliminate the responsibilities of the building official to: assure that the special inspection agency is employed by the owner, the engineer or architect of record, or an agent of the owner; monitor each job within the jurisdiction; review special inspection reports; or, any other obligation stipulated in the IBC.

It is recommended that the building official refer to the WABO model program for special inspection as a reference guide for procedures and sample forms for administering the day-to-day oversight of special inspection services.

The program recognizes that organizations performing testing and/or special inspections in the state are varied in size and scope. Where one agency may be a single individual, another may be a large company with a large staff of specialists. Nothing contained in this program should be construed to limit or eliminate any organization from participating in the program.

2. PROGRAM

1.1 NAME

1.1.1 This program shall be known as the WABO **Special Inspection Registration Program (SIRP)**.

2.1 PURPOSE

2.1.1 The purpose of the program is to provide a uniform consistent manner by which Special Inspection Agencies (Agencies) and Special Inspectors (Inspectors) in the state of Washington to demonstrate their competence to assure conformance with the intent of IBC section 1704.

3.1 DEVELOPMENT AND MAINTENANCE

3.1.1 The program has been developed and will be maintained by the Special Inspection Registration Board (Board) as authorized by the WABO voting representatives.

3.1.2 WABO may publish bulletins as deemed necessary for the effective administration of this program. These bulletins will carry the same force and effect as the standard.

4.1 FINANCES AND STAFF

4.1.1 Financing of the program shall be prescribed in the WABO annual operation budget(s).

4.1.2 The WABO executive board, upon the recommendation of the WABO executive director, shall enter into contracts for professional or technical services deemed necessary to support the board in its assigned responsibilities. Support services for the program shall be selected, assigned and directed by the WABO executive director.

3. DEFINITIONS

3.1 Agency

An organization offering quality control (testing and/or inspection) services; accredited or inspected by an approved national authority, where appropriate; with qualified management and supervisory personnel, laboratory technicians and certified special inspectors; and, with the appropriate equipment and facilities to conduct materials testing and/or inspection in accordance with those standards stipulated in the International Building Code and adopted references.

3.2 Concrete Compressive Strength

For purposes of this registration program, concrete compressive strength may be of two (2) categories:

3.2.1 normal - less than 6,000 psi design strength

3.2.2 high - 6,000 psi design strength or more

3.3 External Technical Services

Those technical services an agency must obtain, in the course of providing its services, from sources independent of the agency.

3.4 Field Testing Laboratory

A testing laboratory facility set up in a dedicated area on-site for the duration of testing activities for a specific project for a period expected to not exceed three years. Field testing laboratories of registered agencies shall have qualified key personnel and inspectors; have the appropriate equipment; and have documentable quality control practices in effect consistent with WABO Standards.

3.5 Field Testing Technician

An employee of an agency who is assigned to perform and record the results of specific field tests (specified in section 6) for the agency. The individual shall be certified and hold an unexpired American Concrete Institute (ACI) Concrete Field Testing Technician-Grade 1 certification and be capable of demonstrating competence, to the satisfaction of the building official.

3.6 Inspection or Accreditation Authority

An independent national entity, apart from the agency, that provides an unbiased evaluation of testing and/or inspection agencies. The entity must have the capability to assess the professional and technical capabilities of testing and/or inspection agencies.

3.7 Key Personnel

(technical director and supervising laboratory technician and special inspection field supervisor)

A full-time employee of an agency who is assigned to manage, oversee and/or supervise the testing and/or inspection operations conducted by an agency. An individual may serve as technical director of multiple agencies under a common ownership if the individual is so employed full-time and the agencies are located within a 50-mile radius of the technical director's permanent office location.

3.8 Permanent Office Location

Registration application forms for key personnel and/or inspector initial applications require the "Agency Employer Name" in addition to a letter of recommendation from the requesting agency.

3.9 Placement Inspector

An employee of an agency who is assigned to perform field concrete testing and concrete placement inspection for non-complex structures. This person shall be

qualified in accordance with the requirements of WABO Standard No. 1701, Section 7.

3.10 Register

A listing of organizations and/or individuals meeting the requirements prescribed in the program for organizations and individuals offering to provide special inspection services.

3.11 Registration Board

The board (special committee) appointed by the WABO president and ratified by the WABO membership to oversee the WABO Special Inspection Registration Program.

3.12 Special Inspector

An employee of an agency who has demonstrated competency in accordance with WABO Standard No. 1701.

3.13 Washington Association of Building Officials (WABO)

A nonprofit corporation (registered in the state of Washington) and professional association of building officials from the towns, cities, counties and selected state agencies in the State of Washington.

4. AGENCY

4.1 REGISTRATION

4.1.1 An agency wanting to become registered as a Special Inspection Agency in the WABO **Special Inspection Registration Program** shall contact the WABO office for application information.

4.1.2 Registration is valid for three years. Renewal is required for subsequent three year periods.

4.2 REGISTRATION CATEGORIES

4.2.1 Agencies may become registered for one or more of the following types of work:

- 4.2.1.1 Reinforced Concrete*
- 4.2.1.2 Prestressed Concrete**
- 4.2.1.3 Shotcrete*
- 4.2.1.4 Structural Masonry
- 4.2.1.5 Structural Steel and Welding (includes high strength bolting)
- 4.2.1.6 Spray-Applied Fire-Resistive Materials
- 4.2.1.7 Lateral Wood
- 4.2.1.8 Lateral Framing (Wood & Cold Formed Steel)

* (Requires current ACI certification as an ACI Field Technician Grade 1)

** (Reinforced Concrete registration is a prerequisite for obtaining this **agency registration**)

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4.3 APPLICATION INFORMATION

4.3.1 Agencies will be required to submit a completed **Agency Registration Application** along with supplemental information prescribed therein.

4.3.2 Agency registration alternatives:

4.3.2.1 Testing and Inspection Agency

4.3.2.2 Inspection Agency

4.3.3 Application Information (minimum requirements as follows)

4.3.3.1 Agency organization and personnel information:

4.3.3.1.1 Agency name, address and telephone number.

4.3.3.1.2 Contact name and telephone number.

4.3.3.2 Description of the management structure, including names, titles, duties, and organizational chart.

4.3.3.3 Names and addresses of branch offices, if applicable.

4.3.3.4 A list of relevant inspection services offered by agencies without the resources of external sources.

4.3.3.5 A list of all inspection services provided by external sources. For all external sources provide the name, address, contact person, and evidence of accreditation or inspection documentation.

4.3.3.6 An overview of the agencies scope of operations, type of users, and geographic area served.

4.3.3.7 Qualifications of the technical director and field supervisor(s), for each registered category (a separate application form is required).

4.3.4 Procedures Information

4.3.4.1 List of the relevant codes and standards the agency uses, including a description of the system for keeping them up to date.

4.3.4.2 A description of the inspection procedures used, along with copies of standard forms.

4.3.4.3 A description of procedures for inspection and job tracking from initial assignment through record retention.

- 4.3.4.4 A description of the procedures for handling and reporting discrepancies as referenced in the IBC, section 1704, with copies of standard forms used.
- 4.3.4.5 A description of procedures for handling and reviewing, signing, and distributing final reports as prescribed in IBC, section 1704, with copies of relevant forms used.
- 4.3.4.6 Evidence of a quality assurance program.
- 4.3.5 Evaluation of the Agency Information.
 - 4.3.5.1 Documentation that the agency holds a valid national accreditation/inspection certificate or report, in all types of work for which they are registered, in compliance with ASTM E329.
- 4.3.6. Facilities and Equipment Information:
 - 4.3.6.1 List of fixed and mobile test and field inspection equipment and procedures for keeping records of calibration and maintenance;
 - 4.3.6.2 Description of calibration procedures and practices;
(Note 1: All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards.)
(Note 2: If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency which is consistent with existing guidelines.)
 - 4.3.6.3 Description of facilities for the storage, handling, and conditioning of samples.
- 4.3.7 Qualified National Authority Information:
 - 4.3.7.1 Documentation that the agency is in compliance with ASTM E329, Accreditation Standard (except as modified by WABO Standard No. 1701).
 - 4.3.7.2 Documentation that the agency has received a valid, national accreditation/inspection certificate or report, in all types of work for which they are registered, within the past three years.
- 4.3.8 Fees:
 - 4.3.8.1 An agency will be required to pay all prescribed fees before an application will be processed or registration granted.

4.4 REQUIREMENTS FOR FIELD TESTING LABORATORIES

The agency shall submit the following information for field testing laboratories.

- 4.4.1 Details of the specific tests that the agency is capable of performing at a field testing laboratory.
- 4.4.2 Details of how the quality system is applied to and incorporates field testing laboratories.
- 4.4.3 The organizational chart for the agency shall show lines of responsibility and authority for the field testing laboratory.
- 4.4.4 Details of the arrangements for the supervision of the field testing laboratory.
- 4.4.5 Procedures for ensuring that employees performing tests at the field testing laboratory are properly trained and competent.
- 4.4.6 Procedures for calibration/verification of equipment at the field testing laboratory. Equipment sensitive to movement shall be calibrated at the field testing laboratory. Calibrations records for all on-field testing equipment shall be maintained at the field testing laboratory.
- 4.4.7 Procedures for ensuring that field testing laboratories have current copies of test procedures for all tests performed.
- 4.4.8 Procedures for handling, conditioning and storing test specimens at the field testing laboratory.
- 4.4.9 Procedure for recording, reviewing and reporting all tests performed at the field testing laboratory.

4.5 LABORATORY TESTING FACILITIES AND EQUIPMENT AND PROCEDURES

(Refer to Appendix B **Agency Facilities, Equipment, Records and Personnel Survey Checklist** for agency requirements)

4.6 FIELD INSPECTION EQUIPMENT AND PROCEDURES

(Refer to Appendix B **Agency Facilities, Equipment, Records and Personnel Survey Checklist** for agency requirements)

4.7 NONDESTRUCTIVE TESTING

(Refer to Appendix B **Agency Facilities, Equipment, Records and Personnel Survey Checklist** for agency requirements)

4.8 FACILITY VISITATION/INSPECTION

4.8.1. Representatives of WABO may make an initial and follow-up visitation/inspection of an agency's facilities.

4.9 SUBCONTRACTING OF WORK

4.9.1 The subcontracting of nondestructive testing of weldments will be allowed by WABO, but only upon specific approval of the NDE agency by WABO.

4.9.2 Subcontracting of field personnel and services will be allowed on a temporary basis from one approved WABO agency to another WABO approved agency.

4.9.3 Key personnel may not be subcontracted.

4.9.4 Subcontracting of any required tests requires WABO approval.

4.10 REGISTRATION SUSPENSION, REVOCATION OR NONRENEWAL

4.10.1 After due process, an agency's registration may be, suspended, revoked or not renewed upon confirmation of allegations of willful or negligent failure to observe or report violations of the Building Code or failure to properly and effectively conform with their responsibilities inherent in this program.

4.11 REGISTRATION MAINTENANCE

4.11.1 A WABO "Special Inspection Agency Certificate of Registration" is valid for three years. To maintain registration during any three year period however, it is expected that the agency and its personnel shall:

4.11.1.1 Properly and effectively conform with the responsibilities inherent in the SIRP, including but not limited to maintaining standards prescribed for initial registration, e.g. national inspection and/or accreditation in accordance with requirements of ASTM E329, Accreditation Standard (except as modified by WABO Standard No. 1701);

4.11.1.2 Observe and report violations of the provisions of Building Code, including but not limited to, the provisions of chapter 17, section 1704.1.2 IBC "Report Requirements".

4.11.1.3 Provide testing and/or inspection services and maintain quality control measures in accordance with accepted industry national standards;

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4.11.1.4 Accurately represent, including but not limited to, qualifications for initial or renewal registration and agency or agency personnel inspection or testing qualifications or registrations;

4.11.1.5 Not condone or participate in fraudulent or illegal practices or conduct.

5. KEY PERSONNEL

5.1 Technical Director (TD)

The testing and/or inspection services of the agency shall be under the direction of a person with engineering managerial qualifications. That individual shall be a full-time employee of the agency at that agency's registered location and meet one of the following sets of requirements:

5.1.1 Be a professional engineer-

5.1.1.1 Licensed in the state of Washington (or a state offering license reciprocity); and

5.1.1.2 Have at least 5 years engineering experience in testing and/or inspection of construction and materials in the areas in which the agency will be providing services.

OR

Be a non-engineer-

5.1.1.3 Provide letters of recommendation from at least 3 state of Washington (or a state offering license reciprocity) licensed structural engineers, including affixed stamp, attesting to the competence of the individual to hold a position with managerial responsibility in the inspection and testing of construction and materials;

(Note 1: Only 1 of the 3 recommendations may come from a structural engineer with the applicants employing agency.)

(Note 2: Non-engineer technical directors approved prior to July 1, 1998, are exempt from the structural engineer requirement.)

5.1.1.4 Provide WABO with a detailed resume that specifically outlines the individual's experience in all aspects of special inspections as defined in the IBC which will be evaluated to determine whether or not the individual is qualified to hold a position with managerial responsibility in the testing and /or inspection of construction and materials; and

- 5.1.1.5 Have at least eight years experience in testing and/or inspection of construction and materials in the areas in which the agency will be providing services. The person shall document their qualifications and experience through an application and be able to demonstrate their knowledge and ability through an interview.

AND

- 5.1.1.6 Hold a minimum of two current WABO Special Inspection Field Supervisor Registrations in categories the agency is registered in.
(Note 1: Non-Engineer Technical Directors approved prior to November 1, 2002 are exempt from this requirement).

AND

- 5.1.2 The technical director shall be a full-time employee of the agency. An individual may serve as technical director of multiple agencies under a common ownership if the individual is so employed full-time and the agencies are located within a 50-mile radius of the technical director's permanent office location.

(EXCEPTION: Chapter 18.43 RCW governs the practice of engineering and how those activities must be performed. In situations where the agency engages in activities which are considered to be governed by that code, those activities shall be performed in accordance with that chapter)

5.2 **Supervising Laboratory Technician (SLT)**

The agency shall have at least one full-time supervising laboratory technician. That person shall have at least 5 years experience performing tests on construction materials. The person shall document their qualifications and experience through an application and be able to demonstrate their knowledge and ability to perform the tests normally required in the stipulated governing standards through an interview.

5.3 **Special Inspection Field Supervisor (SIFS)**

The agency shall have at least one full-time special inspection field supervisor for each category registered. That person shall have a minimum of 5 years inspection experience or equivalent, and:

An unexpired ICC certificate for Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Welding, Spray-applied Fire Resistance Materials or

- 5.3.1 An unexpired WABO Special Inspector certificate for Shotcrete or Lateral Framing and
- 5.3.2 Be registered as a WABO Special Inspector in each type of work being supervised.

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(Note 1: The person shall document their qualifications and experience through an application and be able to demonstrate their knowledge and ability to perform the duties required through an interview.)

5.4 Multiple Duties

The same person may be registered for more than one of the Key Personnel functions described herein.

5.5 Rules and Regulations

It is the responsibility of both management and supervisory personnel to assure that the personnel they supervise are abiding by the rules and regulations concerning special inspection.

6. FIELD TESTING TECHNICIAN

6.1 EMPLOYMENT AND CERTIFICATION DOCUMENTATION

Field testing technicians will not be registered with WABO nor will they be included in any special inspection program register. The means of documenting a field testing technician's employment by a registered agency is current, an unexpired ACI Concrete Field Testing Technician-Grade 1 certification shall be specified by the building official.

6.2 QUALIFICATIONS

If an employee of a registered agency has demonstrated knowledge and the ability to properly perform and record the results of the following field tests using ASTM Standard Methods:

C 31	Making and Curing Concrete Test Specimens in the Field
C 138	Unit Weight, Yield, and Air Content (Gravimetric) of Concrete
C 143	Slump of Portland Cement Concrete
C 172	Sampling Freshly Mixed Concrete
C 173	Air Content of Freshly Mixed Concrete by the Volumetric Method
C 231	Air Content of Freshly Mixed Concrete by the Pressure Method
C 1064	Temperature of Freshly Mixed Concrete

Hold American Concrete Institute (ACI) certification for Concrete Field Testing Technician-Grade 1. AACI Technician may perform and record the results of the field tests listed herein on projects where such work is required, if approved by the building official.

6. SUPERVISION

A field testing technician shall operate under the on-site supervision of a special inspector registered for Reinforced Concrete or Reinforced Concrete and

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Prestressed Concrete. If more than one field testing technician is to be used on a project, it must be approved by the building official.

7. PLACEMENT INSPECTOR

7.1 RESPONSIBILITIES AND DUTIES

Conduct field concrete testing on non-complex structures. Placement of concrete into elements such as footings, walls, slab on-grad and slabs on metal deck, drilled piers, caissons and tilt-up walls in which the reinforcing steel (and other embedded structural elements such as anchor bolts, deck welding, welded studs and expansion anchors) has been previously inspected by a WABO Reinforced Concrete Inspector. Does not include independent monitoring of high strength concrete 6,000 psi or greater, or complex structures such as post-tension decks, reinforced concrete decks, special moment resisting concrete frames or other structures deemed to be complex by the building official unless under direct supervision of a WABO Reinforced Concrete Inspector. Placement Inspectors may also perform batch plant inspection.

7.2 QUALIFICATIONS

7.2.1 ACI Concrete Field Testing Technician – Grade 1 Certification; and

7.2.2 Employed and sponsored by a WABO Special Inspection registered agency; and

7.2.3 80 hours of documented field experience working under direct supervision of a WABO Reinforced Concrete Inspector. Experience must document a minimum of 10 hours for each of the following structural elements

- 7.2.3.1 footings
- 7.2.3.2 walls
- 7.2.3.3 slabs
- 7.2.3.4 columns

Experience may be documented for two or more structural elements simultaneously; and

7.2.4 Two (2) batch plant orientation visits with a WABO Reinforced Concrete Inspector; and

7.2.5 Successful completion of a minimum 18 hours of classroom training.

8. SPECIAL INSPECTOR

8.1 REGISTRATION

8.1.1 In order to register as a Special Inspector, an individual must:

- 8.1.1.1 Be an employee of a registered agency; assigned to perform the sampling, testing, and/or inspection functions of the agency;
- 8.1.1.2 Be certified to inspect particular types of work;
- 8.1.1.3 Be capable of demonstrating competence to inspect particular types of construction or operations requiring special inspection as prescribed in the International Building Code.

8.1.2 Initial registration is valid for one year. At the time of initial registration, an expiration date will be assigned and all certificates-initial and others-will expire on that date.

8.2 REGISTRATION CATEGORIES

8.2.1 Inspectors may become registered in any one or more of the following types of work:

- 8.2.1.1 Reinforced Concrete*
- 8.2.1.2 Prestressed Concrete**
- 8.2.1.3 Shotcrete**
- 8.2.1.4 Structural Masonry
- 8.2.1.5 Structural Steel and Welding (includes high strength bolting)
- 8.2.1.6 Spray-applied Fire-resistive Materials
- 8.2.1.7 Lateral Wood
- 8.2.1.5 Lateral Framing (Wood & Cold Formed Steel)

*Requires current ACI certification as an ACI Field Technician-Grade 1.

**Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

8.2.2 Placement Inspector

8.3 APPLICATION INFORMATION

8.3.1 Individuals wishing to become registered will be required to complete and submit an Inspector Registration Application Form.

8.3.2 The following is a list of information an inspector will be expected to provide as a part of the application:

- 8.3.2.1 A letter of recommendation from an official with a WABO registered agency.

8.3.2.2 Inspector Certificates (for each Type of Work for which applicant is seeking registration)- A clean, legible photo copy of an unexpired ICC inspector certificate(s) for Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Welding and Spray-applied Fire-resistive Materials; and a written exam application is required for Shotcrete and Lateral Framing.

8.3.2.3 Other Certificates, Registrations or Licenses- A copy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application. (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diploma, etc.)

8.3.2.4 Projects Experience-
List of projects the applicant has worked on along with the dates the applicant worked on each listed project, the name and telephone number for the registered agency or the applicant's supervisor on each listed project and the test methods and standards that the applicant was responsible for on each listed project

8.3.3 An applicant will be required to pay all prescribed fees before an application will be processed or registration granted.

8.4 CERTIFICATION, EDUCATION AND EXPERIENCE REQUIREMENTS

8.4.1 Each applicant must hold an unexpired ICC and/or WABO special inspector certificate in the type of work in which they are seeking registration.

8.4.2 Each applicant's education and work experience, related to the type of work in which they are seeking registration, must attain a cumulative total of 35 points. (**Note:** Refer to Appendix C **Technical Director/Supervisor/Inspector Application Evaluation**)

8.5 INTERVIEW

8.5.1 The applicant shall participate in an oral interview process to satisfactorily corroborate their application information and, more particularly, identify their knowledge pertaining to field work.

8.5.2 The topics to be explored with applicants during the oral interview include:

8.5.2.1 Special inspection field experience;

8.5.2.2 Special inspector duties;

8.5.2.3 Special inspector responsibilities;

8.5.2.4 Special inspector ethics;

- 8.5.2.5 Special inspection and codes and standards;
- 8.5.2.6 Special inspection testing procedures

8.6 REGISTRATION SUSPENSION, REVOCATION OR NONRENEWAL

- 8.6.1 After due process, an inspector's registration may be revoked, suspended, or not renewed upon confirmation of allegations of willful or negligent failure to observe or report violations of the International Building Code or failure to properly and effectively conform with their responsibilities inherent in this program.

APPENDIX A

To meet the national accreditation requirement prescribed for agency registration, any of the following alternatives will be considered:*

1. if the agency has been accredited by an “acceptable accrediting authority,” a copy of the certificate and scope of accreditation
-or-
2. if the agency has been inspected by an “acceptable inspecting authority,” a copy of the inspecting authority’s report, along with satisfactory evidence that any deficiencies noted in the inspection authority’s report have been corrected
-or-
3. if the agency has not been accredited or inspected by an “acceptable accrediting or inspecting authority,” a copy of an application for accreditation or inspection or other evidence that an application has been made to an “acceptable accrediting or inspecting authority” will be accepted in lieu of an accreditation letter, certificate or inspection report as long as the accreditation or inspection process is completed and the results are provided to WABO in a timely manner
(**NOTE:** For agencies in the process of applying for acceptable accreditation or inspection, WABO's register publication or certificates of agency registration may include notice that acceptable accreditation or inspection is pending.)

* The National Accreditation or Inspection Agency shall provide a report or certificate for all types of work for which the agency is to be registered.

ACCEPTABLE ACCREDITING AUTHORITIES

AASHTO* Accreditation Program (AAP)

at the
United States Department of Commerce
National Institute of Standards and Technology
Building 226, Room A365
Gaithersburg, Maryland 20899
(301) 975-6704 / FAX (301) 330-1956

*American Association of State Highway and Transportation Officials

A2LA Program-(American Association for Laboratory Accreditation)

5301 Buckeystown Pike
Suite 350
Frederick, MD 21704-8370
(301) 644-3220

International Accreditation Service

5360 S. Workman Mill Road
Whittier, California 90601
800- 423- 6587/Fax 562-692-2854

NVLAP-(National Voluntary Laboratory Accreditation Program)

at the
United States Department of Commerce
National Institute of Standards and Technology
Building 411, Room A162
Gaithersburg, Maryland 20899
(301) 975-4018 / FAX (301) 926-2884

ACCEPTABLE INSPECTING AUTHORITIES

CCRL-(Cement and Concrete Reference Laboratory)

at the
United States Department of Commerce
National Institute of Standards and Technology
Building 226, Room A365
Gaithersburg, Maryland 20899
(301) 974-6704 / FAX (301) 975-2128

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APPENDIX B

Agency Facilities, Equipment, Records and Personnel Survey Checklist

1. Agency/Inspection Team
2. Quality Assurance
3. Equipment
4. Type of Work
5. Codes and Standards
6. Records

WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
SPECIAL INSPECTION REGISTRATION PROGRAM

Agency Facilities, Equipment, Records and Personnel Survey Checklist

(01/07)

Survey Preparations by The Agency

On the day of the agency survey/inspection, the agency should:

- ♦ have a conference room in which the survey/inspection team and the supervising laboratory technician can meet and work
- ♦ have supervising testing personnel available and prepared to participate
- ♦ have samples all applicable equipment available (including any item on the list of field or laboratory equipment needed to perform the test or inspection in each of the categories for which the agency has applied for registration)
- ♦ have testing and project records accessible for review

1. Agency and Survey/Inspection Team Information

Survey/Inspection Date ____ / ____ / ____

1.1 Agency _____ EIN No. _____
(name)

(city) (state) (zip code)

1.2 Agency Contact _____
(name) (title/position)

Agency Contact Phone No. (____) _____ FAX Phone No. (____) _____

Agency Contact (E-mail): _____

Technical Director _____
(name)

Supervising Laboratory Technician _____
(name)

Special Inspection Field Supervisor _____
(name)

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1.3 Registration is for the following type(s) of (testing and inspection) work:

- | | |
|---|---|
| <input type="checkbox"/> Reinforced Concrete* | <input type="checkbox"/> Structural Steel and Bolting |
| <input type="checkbox"/> Prestressed Concrete** | <input type="checkbox"/> Structural Welding |
| <input type="checkbox"/> Shotcrete** | <input type="checkbox"/> Spray-applied fire-resistive materials |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Lateral Wood |
| <input type="checkbox"/> Structural Steel and Welding | <input type="checkbox"/> Lateral Framing |
| <input type="checkbox"/> (includes high strength bolting) | <input type="checkbox"/> Proprietary Anchors |

*Requires current ACI certification as an ACI Field Technician-Grade 1.

**Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

1.4 WABO agency inspection team:

_____	_____
(name)	(name)
_____	_____
(name)	(name)

Agency Survey Explanation-

Registration of an agency is based on an assessment of an Agency Registration Application, and accompanying Applicant Qualification Documentation, and an agency on-site facilities, equipment and records survey/inspection. Below is a list of the items the survey/inspection team will confirm when inspecting an agency.

Agency Survey Team Directions-

For items below, if an item is confirmed place a check in the space; if an item is deficient, place a number in the space to coincide with the numbered deficiency explanations on the final page of this checklist.

2. Quality Assurance

- confirmed sample pickup procedures
- confirmed sample pickup transportation methods
- confirmed sample log-in system
- confirmed sample marking methods
- confirmed sample sorting/storage methods
- confirmed method of correcting logbook entry errors
- confirmed records include sample receipt date
- confirmed traceability of samples to inspection reports and testing reports issued by the agency

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(Directions: Obtain at least three (3) different commercial construction projects (one large concrete project, a masonry project, and one small to medium concrete project) and select samples received approximately three to six months prior to the audit to ensure all the tests and reports should be in a completed file.)

<u>Job/ID Name/No.</u>	<u>Date Cast</u>	<u>Sample ID No.</u>	<u>Sample Type</u>	<u>Break-log Value</u>	<u>Report Value</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Section 2 Inspector Notes:

3. Equipment Calibration and Maintenance

(Directions: Copy the ID No., description, and calibration sticker information (e.g. date due) of six different types of equipment surveyed in the lab. Include any and all nonconforming items found. Use this list to complete the checking of the calibration records and equipment lists in the Records Section.)

<u>Equipment ID No.</u>	<u>Description</u>	<u>Calibration Sticker</u>	<u>Equipment Log Entry</u>	<u>Calibration Documentation</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Section 3 Inspector Notes:

AGENCY SURVEY CHECKLIST

4. Registration Categories/Types of Work

4.1 Reinforced Concrete and Prestressed Concrete

4.1.1 Laboratory Equipment:

- R confirmed adequate facilities for curing concrete specimens in accordance with ASTM Method C192
(NOTE: These facilities may consist either a thermostatically controlled fog room with required temperature and humidity control or thermostatically controlled tanks containing saturated lime solution.)
- confirmed curing room temperatures and humidity are being maintained, or
- confirmed curing tank temperature, humidity and water solutions are being maintained
- R confirmed a screw (or hydraulic) type compressive testing machine with sufficient capacity to test concrete specimens
- R 250,000 lbs (normal strength concrete)
- 400,000 lbs (high strength concrete)
(NOTE: The testing machine shall conform to all the requirements of ASTM Practices E4, Load Verification of Testing Machines and ASTM Test Method C39 for Compressive Strength of Cylindrical Concrete Specimens. The machine shall be verified annually in accordance with ASTM Practices E4 and documentation of verification shall be available.)
- R confirmed adequate equipment/facilities for preparing concrete test specimens in accordance with ASTM Method C192, Making and Curing Concrete Test Specimens in the Laboratory
- R confirmed that paperwork has been maintained regarding lab verification that equipment conforms to ASTM specifications, i.e. single use molds, reusable molds, flexural beam molds, cube molds
- R confirmed that physical testing of capping compounds conform to ASTM guidelines and that test records are maintained
- confirmed, that equipment prescribed for the following ASTM test methods conforms to ASTM guidelines and that the lab is maintaining equipment maintenance and applicable calibrating records.

*R=minimum requirement

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- ___ C142, Test Methods for Clay Lumps and Friable Particles in Aggregates
 _____ Balance to .1% of weight of test sample
 _____ Oven (temperature 110 +/- 5 degrees)
- ___ C123, Test Method for Lightweight Pieces and Aggregate
 _____ Balance to .1 g
 _____ # 50/ 4 sieve
 _____ Hydrometer
- ___ C117, Test Method for Materials Finer Than #200 Sieve in Mineral Aggregates by Washing (NOTE: Includes physical inspection of sieves)
 _____ R # 200/ 16 sieve
 _____ R Oven
 _____ R Dispersing agent (i.e. dish washing soap)
- ___ C40, Test Method for Organic Impurities in Fine Aggregates for Concrete
 _____ R Reference card or color solutions
 _____ R Solution or sodium hydroxide to make solution
 _____ R Graduated glass container
- ___ C136, Method of Sieve Analysis of Fine and Coarse Aggregates (NOTE: Includes physical inspection of sieves)
 _____ R Balance
 _____ R Sieves
- ___ C128, Test Method for Specific Gravity and Absorption of Fine Aggregate
 _____ R Cone & Tamper
 _____ R Balance
 _____ R Pycnometer Jar
- ___ C127, Test Method for Specific Gravity and Absorption of Course Aggregate.
 _____ R Balance
 _____ R Water tank
 _____ R Wire mesh container
- ___ C566, Test Method for Total Moisture Content of Aggregates by Drying
 _____ R Balance
 _____ R Oven (temperature 110 +/- 5 degrees)
- ___ C29, Test Method for Unit Weight and Voids in Aggregate
 _____ R Balance
 _____ R Tamping rod
 _____ R Unit weight bucket
 _____ R Plate glass
- ___ Test for flexural strength of concrete in accordance with ASTM Test Methods C31 and C78, for Flexural Strength of Concrete (**NOTE:** Using Simple Beam and Third-point Loading)

*R=minimum requirement

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- ___ ASTM C131, Test Methods for Resistance to Degradation of Small Size Coarse Aggregate by Abrasion and Impact (Los Angeles Machine)

 ___ In-house

 ___ External
- ___ ASTM C88, Test Method for Soundness of Aggregates (Sodium Sulfate or Magnesium Sulfate & Hydrometer)

 ___ In-house

 ___ External
- ___ Physical and chemical analysis of cement (Chemistry Laboratory)

 ___ In-house

 ___ External
- ___ Testing of curing compounds, admixtures and related material (Chemistry Laboratory)

 ___ In-house

 ___ External
- ___ Determination of modulus of elasticity (Jig with Dial Gauges and Break Machine)

 ___ In-house

 ___ External
- ___ A screw (or hydraulic) type testing machine of sufficient capacity to test any tendon specimen which may be involved-normally a multiple range machine with at least 200,000 lb.capacity, jaws extensometer

 ___ In-house

 ___ External

4.1.2 Field Inspection:

- ___ confirmed that the lab is maintaining calibration logs on the equipment required for the following ASTM test methods and that they are verifying that personnel is performing testing as per guidelines:

 - ___ C231, Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method (air meters)

 ___R Air pot
 - ___ C173, Test Method for Air Content of Freshly Mixed Concrete by the Volumetric Method
 - ___ Volume metric type air meter-"roll-o-meter"
 - ___ C31, Test Method for Making and Curing Concrete Test Specimens in the Field

 ___R Cylinder molds

 ___R Tamping rods

*R=minimum requirement

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- ___ C172, Test Method of Sampling Freshly Mixed Concrete
 - ___R Cylinder molds
 - ___R Tamping rods

- ___ C143, Test Method for Slump of Portland Cement Concrete
 - ___R Slump cones
 - ___R Tamping rods
 - ___R Scoop

- ___ C138, Test Method for Unit Weight, Yield and Air Content (Gravimetric) of Concrete
 - ___R Air pot
 - ___R Strike-off plate
 - ___R Thermometer

- ___ C1064, Test Method for Temperature of Freshly Mixed Concrete
 - ___R Thermometer

*R=minimum requirement

Category (Reinforced Concrete and Prestressed Concrete) Inspector Notes:

4.2 Shotcrete

(Reinforced Concrete registration is a prerequisite registration for this registration)

4.2.1 Laboratory Equipment:

- ___ confirmed coring equipment (or access to equipment) capable of removing samples from shotcrete panels
 - ___ Coring machine
 - ___ Compression machine

- ___ confirmed equipment (or access to equipment) for preparing perpendicular core ends
 - ___ Cut-off saw

Category (Shotcrete) Inspector Notes:

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4.3 Structural Masonry

4.3.1 Laboratory Equipment:

- R confirmed a screw (or hydraulic) type compression machine of sufficient capacity to test any specimen which may be involved in masonry construction - normally a multiple range machine with at least 250,000 lb. capacity.
(NOTE: A 500,000 lb capacity machine should be accessible)
(The testing machine shall conform to all the requirements of ASTM E4, "Load Verification Testing Machines." The machine shall be calibrated annually and a report giving details of the calibration shall be readily available.)
- R confirmed adequate facilities for curing mortar and grout specimens in accordance with ASTM C192.
 - curing room temperature and humidity are being maintained, or
 - curing tank temperature and water solutions are being maintained
- R confirmed adequate facilities and equipment for testing mortar in accordance with ASTM C780 & grout in accordance with 4 ASTM C1019
- R confirmed adequate procedures and documentation pertaining to verification that equipment conforms to UBC and ASTM specifications, e.g. single use molds, reusable molds, and cube molds
- R confirmed that physical testing of capping compounds conforms to ASTM guidelines and that test records are maintained
- R confirmed adequate facilities for curing prisms in accordance with ASTM C1314
- R confirmed adequate facilities for capping prisms in accordance with ASTM C1314
- R confirmed use of proper loading platens of thickness and hardness in accordance with ASTM C1314

Category (Structural Masonry) Inspector Notes:

4.4 Structural Steel and Welding (includes high strength bolting)

4.4.1 Laboratory Equipment:

- confirmed access to facilities for mechanical testing of steel and welded samples
 - In-house
 - External
- confirmed access to facilities for analysis of constituents and alloying elements of structural steel (Chemistry Laboratory)
 - In-house
 - External

*R=minimum requirement

AGENCY SURVEY CHECKLIST

4.4.2. Field Inspection:

- ___ confirmed the following equipment:
 - ___R steel tape, rule, calipers and other appropriate measuring equipment
 - ___R weld dimension gage
 - ___R weld viewing shield
 - ___R strong hand light
 - ___R thermometer or temperature measuring crayons
 - ___R inspector's identification stamp or tags
 - ___R torque wrench for high strength bolts
 - ___R tension calibration device (Skidmore or equivalent)
 - ___R feeler gauges for load indicator washers
 - ___R inspection mirror and magnifying glass

4.4.3 Nondestructive Testing:

- ___ confirmed access to nondestructive testing which meets the requirements of ASTM E543, Practice for Determining the Qualifications of Nondestructive Testing Agencies
 - ___ In-house
 - ___ External

Category (Structural Steel & Welding) Inspector Notes:

4.5 Spray-applied Fire-resistive materials

4.5.1 Laboratory Equipment:

- ___R confirmed oven capable of drying samples to constant weight at 120 degrees F and fifty percent (50%) relative humidity.
- ___R confirmed scales of sufficient accuracy for obtaining dry weight
- ___ Glass Beads
- ___ Funnel
- ___ 200 mL container

4.5.2 Field Inspection:

- ___R confirmed procedures used for sampling of materials
- ___ confirmed the following equipment
 - ___R Depth measuring devices
 - ___R Template
 - ___R Tape
 - ___R Adhesion equipment
 - ___R Epoxy
 - ___R Jar lids
 - ___R Calibrated scale

*R=minimum requirement

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AGENCY SURVEY CHECKLIST

Category (Spray-applied Fire-resistive materials) Inspector Notes:

4.6 Lateral Wood

4.6.1 Laboratory Equipment (N/A)

4.6.2 Field Inspection

- ___ Confirmed the following equipment:
___R Moisture Meter
___R Tape Measure
___R Pull Test Assembly

Category (Lateral Wood) Inspector Notes:

4.7 Lateral Framing

4.7.1 Laboratory Equipment (N/A)

4.7.2 Field Inspection

- ___R Fillet Weld Gauge
___R Magnifying Glass
___R Flashlight
___R Steel Tape, Rule, Caliper
___R Weld Viewing Shield
___R Moist meter
___R Tape Measure
___R Pull Test Assembly

*R=minimum requirement

Category (Lateral Framing) Inspector Notes:

5. Codes and Standards

5.1 BASIC (any and all types of work)

5.1.1 International Building Code

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- 5.1.2 American Society for Testing and Materials (ASTM) Standards (applicable to the types of work performed by the agency)
- 5.2 REINFORCED CONCRETE
 - 5.2.1 American Concrete Institute (ACI) Standard 318
 - 5.2.2 American Concrete Institute (ACI) Manual of Concrete Practice
 - 5.2.3 American Concrete Institute (ACI) Manual of Concrete Inspection (SP-2)
 - 5.2.4 Portland Cement Association (PCA) Design & Control of Concrete Mixtures
 - 5.2.5 Concrete Reinforcing Steel Institute (CRSI) Manual of Standard Practice
- 5.3 STRUCTURAL MASONRY
 - 5.3.1 Masonry Institute (MI) Inspectors Handbook Reinforced Concrete Masonry Construction
 - 5.3.2 Masonry Institute (MI) Reinforced Grouted Brick Masonry
- 5.4 PRESTRESSED CONCRETE
 - 5.4.1 Manual for Quality Control for Plants and Production of Precast and Prestressed Concrete Products (PCI Manual 116)
 - 5.4.2 Field Procedures Manual for Unbonded Single Strand Tendons (PTI)
- 5.5 STRUCTURAL STEEL & WELDING
 - 5.5.1 American Welding Society (AWS) Structural Welding Code - Steel (D1.1)
 - 5.5.2 American Welding Society (AWS) Structural Welding Code - Sheet Steel (D1.3)
 - 5.5.3 American Welding Society (AWS) Structural Welding Code - Reinforced Steel (D1.4)
 - 5.5.4 American Welding Society (AWS) Guide for Visual Inspections of Welds (B1.11)
 - 5.5.5 American Institute for Steel Construction (AISC) Manual of Steel Construction
 - 5.5.6 Steel Joist Institute (SJI) Code of Standard Practice
 - 5.5.7 AWS Standard Symbols for Welding (A2.4)
 - 5.5.8 Federal Emergency Management Agency (FEMA) Guidelines for Steel Moment Frame Construction - (FEMA 351, 352, 353, & 354)
 - 5.5.9 AWS D1.8 – Structural Welding Code – Seismic Supplement
- 5.6 SPRAY-APPLIED FIRE-RESISTIVE MATERIALS
 - 5.6.1 Standard Practice for Testing and Inspection of Field Applied Sprayed Fire-Resistive Materials (AWC 44 12A)
 - 5.6.2 Intumescent (AWC 12B)
- 5.7 LATERAL WOOD
 - 5.7.1 2001 National Design Specification for Wood Construction
 - 5.7.2 American Plywood Association Introduction to Lateral Design

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- 5.7.3 American Plywood Association Wood Construction Guide
- 5.8 LATERAL FRAMING (Wood & Cold Formed Steel)
 - 5.8.1 2001 National Design Specification for Wood Construction
 - 5.8.2 American Plywood Association Introduction to Lateral Design
 - 5.8.3 American Plywood Association Wood Construction Guide
 - 5.8.4 2003 International Building Code (Chapter 17 and 22)
 - 5.8.5 ASTM C 1007 – 98 Standard Specification for Installation of Load Bearing (Transverse and Axial) Steel Studs and Related Accessories.
 - 5.8.6 AISI/COFS GP 2000 Standard for Cold-Formed Steel Framing – General Provisions
 - 5.8.7 AISI/COFS GP 2001 Prescriptive Methods for 1 and 2 Family Dwellings
 - 5.8.8 SSMA Product Technical Information from the Steel Stud Manufacturers Association
 - 5.8.9 AWS D1.1 & D1.3
 - 5.8.10 ASTM C 1513 (Standard for Screws)
 - 5.8.11 ASTM C955 Load Bearing Steel Studs, Runners, & Bracing for Screw Application of Gypsum & Metal Plaster Bases
- 5.9 SHOTCRETE
 - 5.9.1 International Building Code
 - 5.9.2 Guide to Shotcrete (ACI 506R)
 - 5.9.3 Guide to Certification of Shotcrete Nozzlemen (ACI 506.3R)
 - 5.9.4 Specifications for Materials, Proportioning ,and Application of Shotcrete (ACI 506.2)

Section 5 Inspector Notes:

6. Equipment and Project Records

6.1 Equipment

- _____ confirmed and reviewed equipment calibration procedures, practices and record keeping system
 (NOTE: All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the agency shall establish a frequency which is consistent with existing guidelines.)
- _____ confirmed equipment maintenance practices and record keeping system
- _____ confirmed equipment log being maintained

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- _____ confirmed maintenance schedule is being adhered to
- _____ confirmed procedures for marking equipment are being followed
- _____ confirmed that calibration stickers are being placed on the equipment requiring calibration
- _____ confirmed lists of field inspection equipment assigned to or provided by inspectors is being maintained

6.2 Project

- _____ confirmed a system of dispatching qualified inspectors
- _____ confirmed a system of documenting and maintaining training records
- _____ confirmed that test results, log book entries, and reports can be correlated
- _____ confirmed method of reviewing test and inspection reports
- _____ confirmed deficiency identification, reconciliation and reporting tracking system
- _____ confirmed method for compiling final letter information
- _____ confirmed that project files are being maintained which include
 - _____ description of scope of inspections
 - _____ test and inspection reports
 - _____ meeting notes
 - _____ deficiency records
 - _____ final letter

*R=minimum requirement

Section 6 Records Inspector Notes:

APPENDIX C

Technical Director/Supervisor/Inspector Application Evaluation

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SPECIAL INSPECTION REGISTRATION PROGRAM

**TECHNICAL DIRECTOR / SUPERVISOR / INSPECTOR
APPLICATION EVALUATION**

Applicant Name _____ Interview Date _____

- _____ Technical Director (TD)
- _____ Special Inspection Field Supervisor (SIFS)
- _____ Supervising Laboratory Technician (SLT)
- _____ Special Inspector (SI)

Category(s) of registration evaluated for Special Inspection Field Supervisor or Special Inspector:

- _____ Reinforced Concrete* (RC)
- _____ Prestressed Concrete** (PC)
- _____ Shotcrete** (SC)
- _____ Structural Masonry (SM)
- _____ Structural Steel and Welding (SS) (includes high strength bolting)
- _____ Structural Steel and Bolting (SSB)
- _____ Structural Welding (SW)
- _____ Spray-applied Fire resistive materials (FP)
- _____ Lateral Wood (LW)
- _____ Lateral Framing (LF)
- _____ Proprietary Anchors (PA)

*Requires current ACI certification as an ACI Field Technician-Grade 1.

**Reinforced Concrete registration is a prerequisite for obtaining this inspector registration.

The evaluation of each applicant's education and work experience, related to the type of work in which they are seeking registration, must cumulatively total 35 points. Key personnel must also meet the 5 year work experience requirement. Points may be accumulated as follows:

1. Education - 5 points minimum but not more than 30 points

- _____ 5 points Courses, seminars, classes, workshops in the type of work for which registration is being sought
- _____ 10 points Completion of a two year apprenticeship program pertaining to the type of work for which registration is being sought
- _____ 15 points Community college, junior college or vocational-technical institute degree in building inspection, building technology or engineering technology

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Education, cont'd

- ___ ___ ___ 20 points University or college degree in: construction technology; bachelors of science; or, for timber piling inspectors-geology/engineering geology or earth sciences;(130 semester hours minimum)
- ___ ___ ___ 25 points University or college degree in: civil engineering or architecture
- ___ ___ ___ 30 points State of Washington registration as a structural engineer

2. Work Experience-5 points minimum but not more than 30 points.

(Work experience must be verifiable and directly related to the type of work for which registration is being sought, unless otherwise specified.)

- ___ ___ ___ 2.5 points Each year of employment, within the past ten years, as a craft apprentice doing work pertaining to the type of work for which registration is being sought
- ___ ___ ___ 3 points Each year of employment, within the past ten years, as a craft journeyman doing work pertaining to the type of work for which registration is being sought
- ___ ___ ___ 5 points Each year of employment as a special inspector or equivalent in a type of work other than that for which registration is being sought
- ___ ___ ___ 10 points Each year of employment, or 1000 hours (documented on Form 99-03) within the past four years, as a laboratory field technician by a recognized materials testing laboratory doing work pertaining to the type of work for which registration is being sought
- ___ ___ ___ 15 points Each year of employment, within the past four years, as a special inspector doing inspection work pertaining to the type of work for which registration is being sought

Evaluator Name (print) _____

(signature)

NOTE: Each inspector applicant must have successfully passed the appropriate ICC or WABO written examination and hold an unexpired certificate in the type of work for which they are seeking registration.

APPENDIX D

Procedure for Key Personnel and Inspector Interviews

WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

PROCEDURE FOR KEY PERSONNEL AND INSPECTOR INTERVIEWS

Interview Team

The interview team should consist of a minimum of two persons, one of which should be a building official or their designee.

Witnessing Interviews

If requested, at the time the interview schedule is established, the technical director or owner may witness the oral interview of a key personnel or inspector, from his/her firm.

The witnessing technical director or owner may not make any comments during the interview.

Interview

Applicants will be interviewed to satisfactorily corroborate their application information and more particularly, to corroborate their knowledge and experience in the type of work for which registration is sought.

As a minimum, the interview will cover the following areas:

1. Technical Director
 - 1.1 Field and laboratory experience;
 - 1.2 Codes and Standards as they relate to special inspection;
 - 1.3 Duties and responsibilities of a special inspector;
 - 1.4 Inspection and testing procedures;
 - 1.5 Evaluation of test and inspection results.
2. Supervising Laboratory Technician
 - 2.1 Laboratory testing experience;
 - 2.2 Test methods;
 - 2.3 Evaluation of test results.
3. Special Inspection Field Supervisor and Special Inspector
 - 3.1 Field experience;
 - 3.2 Codes and Standards as they relate to special inspection;
 - 3.3 Duties and responsibilities of a special inspector.

Interview Evaluation

Each interviewer will independently evaluate the response to each question on a scale of 0 (low) to 3 (high).

At the end of the interview an average score will be determined for each question. A grade for each section (if applicable) and the overall exam will be determined as follows:

$$\text{Grade (\%)} = \frac{\text{Applicants Score}}{\text{Total Possible Score}} \times 100$$

In order to pass the examination the following minimum grades will be required.

1. Technical Director and Supervising Laboratory Technician -
Overall - 85%
2. Special Inspection Field Supervisor -
Overall - 85%
Field Experience - 75%
Codes and Standards - 75%
3. Special Inspector -
Overall - 75%
Field Experience - 65%
Codes and Standards - 65%

Reporting of Examination Results

Applicants will be notified in writing of the results of the examination within ten (10) working days of the examination. Applicants failing the examination will be provided with a brief summary of the general areas requiring additional study or experience.

At the discretion of the interview team, applicants may be provided with the results of the examination prior to leaving the examination area.

Retest

- Eligible to submit a new exam application 30 days after initial failure.
- If applicant fails 1st retest, they must wait 6 months from date of failure to submit a new exam application.

Appeals

Appeals must be submitted in writing by the technical director or owner within ten (10) working days of receipt of the written notification outlined above, in accordance with the WABO-SIRP appeals procedure.

APPENDIX E

**Special Inspection
Registration Board**

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

REGISTRATION BOARD

1. COMPOSITION AND APPOINTMENT

- 1.1 The Registration Board (Board) shall consist of ten (10) members. With the appointment of the initial Board, half of the members shall be appointed for two (2) year terms and half of the members for one (1) year terms. Thereafter all appointments will be for two (2) year terms.
- 1.2 Board membership shall be as follows, whenever possible:
 - 1.2.1 Six (6) voting member building officials (at least 1 from eastern Washington and one from Portland, if possible); and
 - 1.2.2 One (1) voting member registered structural engineer, if available; and
 - 1.2.3 Three (3) non-voting member agency technical directors whose terms shall expire on alternating years(one eastern WA; one ORCEL, and one NWCEL)
- 1.3 The members of the first board shall be appointed by the WABO president and ratified by the WABO voting representatives. Thereafter, the WABO president shall annually fill all board vacancies created by expired terms and reappoint or replace those with unexpired terms or replace members not participating subject to ratification by the WABO voting representatives.
- 1.4 Board position vacancies, created for whatever reason, shall be filled for the remainder of the unexpired term in the same manner of appointment prescribed for other board appointments.
- 1.5 The board chairperson shall be the WABO Certification and Registration Committee chair.

2. MEMBER RESPONSIBILITIES

- 2.1 Board members shall:
 - 2.1.1 maintain an open mind and impartiality on all matters;
 - 2.1.2 keep current on changes in technology and issues relating to the inspector and agency practices; and,
 - 2.1.3 respect the confidential nature of matters presented to them.

3. **DUTIES**

- 3.1 The board shall advise, as prescribed by the president, on policy development pertaining to the special inspection registration program.
- 3.2 The board shall provide regular reports, as prescribed by the president, on their activities to the member voting representatives.
- 3.3 The board may solicit input from construction industry-related organizations.

4. **MEETINGS AND ATTENDANCE**

- 4.1 The board shall meet at the call of the chairperson or upon the petition of a simple majority of the board members.
- 4.2 Board members failing to attend two (2) successive meetings during any twelve month period without an excuse acceptable to the Board may be replaced as prescribed herein.

5. **TECHNICAL ADVISORY GROUPS**

- 5.1 The board may establish technical advisory groups (TAGs) for technical advice and assistance on matters when deemed appropriate.
- 5.2 TAGs shall be appointed by the board chairperson and ratified by the board.
- 5.3 TAGs shall limit their activities to those specific duties assigned by the board.

6. **RECORDS**

- 6.1 The board shall assure that the following program registries are maintained:
 - 6.1.1 registry of registered agencies;
 - 6.1.2 registry of pending agencies; and
 - 6.1.3 registry of registered inspectors;
- 6.2 Agency and inspector records shall include all registration related documents and records of any actions pertaining to an agency's or inspector's continuing registration.
- 6.3 Records shall be retained and disposed of in accordance with the WABO Records Maintenance, Retention and Disposal Schedule.

APPENDIX F

Special Inspection Registration Program Bulletins

Forms may also be downloaded from the WABO web page:

www.wabo.org

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**SPECIAL INSPECTION REGISTRATION PROGRAM
BULLETINS**

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R93-05	Agency	Agency National Accreditation Requirement
R93-06	Agency	Agency External Services Documentation
R93-07	Agency	Agency Inspection and Testing Documentation
R93-08	Key Personnel	Key Personnel Registration Key Personnel Registrant Application Form Key Personnel Transfer Application Form Key Personnel Reinstatement Application Form
R93-09	Inspector	Special Inspector Registration Initial Registrant Application Form Reinstatement Application Forms
R94-01	Program	Register Explanation
R94-04	Program	Registration Challenges and Appeals
R94-05	Program	Registration Suspension, Non renewal & Revocation
R96-01	Program	Registration Board Position
R96-03	Agency	Agency Registration Maintenance Checklist
R96-04	Agency	Agency Registration Recertification Agency Registration Renewal Application Form Agency Registration Renewal Application
R96-05	Key Personnel	Key Personnel Registration Renewal
R96-07	Key Personnel	Key Personnel Change or Vacancy Notification
R99-02	Inspector	Placement Inspector Classification
R04-01	Inspector	WABO/OBOA Reciprocal Agreement

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R07-01 Inspector Seismic Resistance – Proprietary Anchor Application

**RECIPROCAL and/or SHOTCRETE INSPECTOR
BULLETINS**

C93-01 Program Certification Program Announcement

C93-06 Inspector Special Inspector Certification (Reciprocal &
Shotcrete)
Reinstatement Certification Application Form

C95-01 Inspector Special Inspector Shotcrete Registration and
Examination Information

C-96-01 Inspector Reciprocal and/or Shotcrete Certification
Renewal

C-06-01 Inspector Lateral Framing Exam Application



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**SPECIAL INSPECTION REGISTRATION PROGRAM
PROGRAM FEE SCHEDULE**

Effective Date: July 1, 2007

<u>AGENCY INITIAL REGISTRATION</u>	
Audit/Inspection (Preparation) - includes optional service of assistance in preparation of application and/or audit/inspection	Prevailing rate plus expenses
Registration – Application Process - includes 3 hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate	\$300
Registration – Audit/Inspection - includes one audit/inspection. Additional audit/inspection time will be charged out at the prevailing hourly rate plus expenses. (includes 2 hours of deficiency processing time. Additional deficiency processing time will be charged the prevailing hourly rate)	\$625 plus expenses
<u>AGENCY ADDITIONAL "TYPES OF WORK" REGISTRATION</u>	
Registration (Application Processing) - includes 1/2 hour application and deficiency processing time per type of work. Additional processing time will be charged the prevailing hourly rate)	\$100 per type of work
Registration (Audit/Inspection) - includes additional types of work audits/inspections	Prevailing rate plus expenses
<u>AGENCY REGISTRATION RENEWAL</u> (every three years)	
Registration (Application Processing) - includes 2 hours application and deficiency processing time. additional processing time will be charged the prevailing hourly rate	\$300 plus expenses
Registration (Audit/Inspection) - includes one audit/inspection. Additional audit/inspection time will be charged the prevailing hourly rate plus expenses. (includes 1 hour of deficiency processing time. Additional deficiency processing time will be charged the prevailing hourly rate)	\$500 plus expenses
<u>KEY PERSONNEL & INSPECTOR INITIAL REGISTRATION</u>	
Application Processing (per application)	
Technical Director	\$125
Supervising Laboratory Technician	\$125
Special Inspector Field Supervisor	\$125 1 st type of work plus \$45 each additional

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Special Inspector	\$125 1 st type of work plus \$45 each additional
Interview	Prevailing hourly rate plus exp
Interview no show	\$105
Placement Inspector	\$45
<u>KEY PERSONNEL TRANSFER REGISTRATION</u>	
Transfer Application Processing (per certificate)	\$40
<u>KEY PERSONNEL & INSPECTOR REGISTRATION RENEWAL</u>	
Annual Certificate renewal (per certificate)	\$40
<u>KEY PERSONNEL & INSPECTOR CERTIFICATE REINSTATEMENT</u>	
Reinstatement (per type of work)	\$45
<u>KEY PERSONNEL & INSPECTOR CERTIFICATE REPLACEMENT</u>	
Lost or Damaged Certificate (per certificate)	\$20
<u>KEY PERSONNEL & INSPECTOR EXAMINATION FEE *</u>	
WABO Shotcrete (per application)	\$100
<u>RECIPROCAL and/or SHOTCRETE RENEWAL</u>	
Interview in lieu of Documented Training (re: Bulletin C96-01)	Prevailing hourly rate plus expenses

* It is required that applicants submit shotcrete initial application, examination application and fees simultaneously.

Note: "Prevailing hourly rate plus expenses" includes WABO consultant fee plus travel time, public or private transportation and meals and lodging, when necessary. WABO attempts to geographically coordinate registration processing thereby allowing agencies to share expenses.

Revised June, 2007

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**TESTING AND INSPECTION AGENCY
REGISTRATION APPLICATION FORM**

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO: WABO, PO BOX 7310, OLYMPIA, WA, 98507-7310.

APPLICATION FEE: \$300.00 MAKE CHECKS PAYABLE TO: WABO

Application and supporting documentation will be reviewed and the applicant will be notified of any application deficiencies. Following satisfactory corrective action of application deficiencies, arrangements will be made for an on-site inspection of the applicant's facilities and equipment. (Refer to WABO Standard No. 1701, Appendix B, Agency Inspection Checklist)

1. Applicant Information

1.1 _____
(Agency)

1.2 _____
(Agency Proposed Technical Director's Name)

Phone No. (_____) _____ FAX No. (_____) _____

E-mail: _____

Agency Address _____
(no. and street)

(city) (state) (zip)

1.4 Agency Facility Description: ___ Headquarters **or** ___ Branch
(Separate registration application form is required for each headquarters and/or branch facility)
___ Sole Proprietorship **or** ___ Partnership **or** ___ Corporation

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

1.6 Job Titles Comparison
List below your agency job titles that correspond to the WABO Special Inspection Registration Program job titles along with the names of the individuals currently in those positions:

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SIRP Program Job Titles _____ Agency Job Titles _____

Technical Director _____

Individual(s) in Position: _____

Supervising Laboratory

Technician _____

Individual(s) in Position: _____

Special Inspection

Field Supervisor _____

Individual(s) in Position: _____

Type(s) of Work: _____

Special Inspection

Field Supervisor _____

Individual(s) in Position: _____

Type(s) of Work: _____

Special Inspection

Field Supervisor _____

Individual(s) in Position: _____

Type(s) of Work: _____

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Agencies may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the agency is applying for below:

- | | |
|---|--|
| <input type="checkbox"/> Reinforced Concrete (RC) | <input type="checkbox"/> Structural Welding (SW) |
| <input type="checkbox"/> Prestressed Concrete* (PC) | <input type="checkbox"/> Spray-applied Fire-resistive Materials (FP) |
| <input type="checkbox"/> Shotcrete* (SC) | <input type="checkbox"/> Lateral Wood (LW) |
| <input type="checkbox"/> Structural Masonry (SM) | <input type="checkbox"/> Lateral Framing (LF) |
| <input type="checkbox"/> Structural Steel and Bolting (SSB) | <input type="checkbox"/> Proprietary Anchors (PA) |

*(Reinforced Concrete registration is a prerequisite for obtaining this agency registration)

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 special inspection agency.

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 Agency Principal)

(Date)

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APPLICANT QUALIFICATION DOCUMENTATION

(ITEMS LISTED BELOW SHOULD BE BOUND, IN SOME FASHION, OR SUBMITTED ON CD, HAVE A TABLE OF CONTENTS AND LOCATOR INDEX DIVIDERS FOR EACH SECTION, e.g. "A," "B," ETC.)

4. Applicant Qualification Documentation

Registration of an agency is based on an assessment of the Agency Registration Application; accompanying Applicant Qualification Documentation; and on-site facilities and equipment inspection. Below is a list of Applicant Qualification Documentation that should be submitted along with the completed and signed Agency Registration Application:

4.1 Scope of Operations Description

- 4.1.1 a description of the agency's geographic area of operations and types of users

4.2 Accreditation or Inspection Documentation

(Refer to WABO Standard No. 1701, Appendix A for listing of Acceptable Accrediting and Inspecting Authorities)

- 4.2.1 if the applicant agency has been accredited by an acceptable accrediting authority a copy of the letter of accreditation or certificate

-or-

if the applicant agency has been inspected by an acceptable inspecting authority a copy of the inspecting authority's report, along with satisfactory evidence that any deficiencies noted in the inspection authority's report have been corrected.

- 4.2.2 evidence that the agency has its laboratory, personnel, and equipment reexamined , at intervals of not more than three years, by an acceptable accrediting or inspecting authority

- 4.2.3 the national accreditation/inspection certificate or report shall be for all types of work the agency wishes to be registered, in compliance with ASTM E329.

4.3. Organization and Personnel Information

- 4.3.1 for sole proprietorships or partnerships, a list of agency owner(s) including name(s) and title(s)

-or-

for a corporation, the corporation name, headquarters address and telephone number along with the applying agency manager's name and title

- 4.3.2 for agency's with branch offices, a list of all branch offices including names, addresses and telephone numbers for managers.

(NOTE: If branch offices exist, please provide this list whether branch offices are scheduled to become registered or not. Each branch office is considered a separate entity and must comply with the provisions of the WABO Standard No. 1701 to become a registered agency.)

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4.3.3 a staffing diagram and/or organizational chart of the agency including the names, titles of all managerial, supervisory (laboratory and field), laboratory technicians and inspector personnel (relating to special inspection activity).

(NOTE: If the agency is applying for registration in more than one type of work, a separate description and organizational chart should be provided for each type of work.)

4.3.4 evidence (completed key personnel application form and fee) that the agency inspection and testing services are under the direction of a full-time employed person (**technical director**) meeting the qualifications prescribed for this registration program found in WABO Standard No. 1701

(Refer to Bulletin 93-08, Key Personnel Registration.)

4.3.5 evidence (completed key personnel application form and fee) that the agency laboratory is under the supervision of a full-time employed person (**supervising laboratory technician**) meeting the qualifications prescribed for this registration program found in WABO Standard No. 1701.

(Refer to Bulletin 93-08, Key Personnel Registration.)

4.3.6 evidence (completed key personnel application form and fee) that the agency field inspections are under the supervision of a full-time employed person (**special inspection field supervisor**) meeting the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701. (Refer to Bulletin 93-08, Key Personnel Registration.)

4.3.7 evidence (completed inspector application form and fee) that the agency inspectors (**special inspectors**) meet the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701.

(Refer to Bulletin 93-09, Special Inspector Registration.)

4.3.8 description of the agency's personnel training program and/or practices

4.4. IBC Special Inspection Specifications

4.4.1 evidence that agency, key personnel and inspectors are familiar with and prescribe to the provisions of IBC, Chapter 17, structural Tests and Inspections

4.5. Testing Services List

(grouped by registration category/ type of work)

4.5.1 a list of all testing services provided by agency laboratory and inspection personnel without the resources of external sources

(Refer to WABO Standard No. 1701, IV, B.1. Registration Categories)

- 4.5.2 a list of all testing services provided by agency laboratory and inspection personnel the agency depends on external sources for. Include external source names, addresses, telephone numbers and key contact names
(Refer to WABO Standard No. 1701, IV, B.1. Registration Categories)
- 4.5.3 for all testing services provided by agency laboratory and inspection personnel the agency depends on external sources for, evidence of accreditation and/or inspection documentation pertaining to the external source services
(Refer to Bulletin 93-06 for alternative forms of acceptable evidence.)
- 4.6. Equipment and Facilities Information
(identified by registration categories./type of work)
 - 4.6.1 a list of fixed and mobile test and field inspection equipment the agency owns and has on-site
 - 4.6.2 a list of fixed and mobile test and field inspection equipment the agency depends on external sources for-include the source name
 - 4.6.3 evidence of equipment calibration procedures, practices and a record keeping system, with copies of relevant standard forms used.
(NOTE: All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency of not less than one year.)
 - 4.6.4 a description of equipment maintenance practices, with copies of relevant standard forms used
 - 4.6.5 copies of forms for the handling, conditioning and storing of samples
- 4.7 Codes and Standards
 - 4.7.1 a list of the relevant codes and standards the agency has on hand, by title and edition year.
(NOTE: At a minimum, an agency shall have current editions of the ICC IBC, AWS Structural Welding Code-Steel, and appropriate ASTM Standards)
- 4.8. Field Testing and Inspection Procedures Information Provide the following for each type of work in which registration is sought:
(Refer to Bulletin 93-07, Agency Testing & Inspection Documentation)
 - 4.8.1 a description of field inspection procedures, with copies of relevant standard forms used
 - 4.8.2 a description or list of laboratory procedures including appropriate ASTM and IBC references, with copies of relevant standard forms used

- 4.8.3 a description of procedures for test and inspection job tracking from initial assignment through record retention, with copies of relevant standard forms used
- 4.8.4 a description of procedures for test sample selecting, identifying, handling, conducting, storing, and retaining, with copies of relevant standard forms used
- 4.8.5 a description of procedures for recording test and inspection results, with copies of relevant standard forms used
- 4.8.6 a description of procedures for handling and reporting discrepancies referenced in the IBC, Section 1700, with copies of relevant standard forms used
- 4.8.7 a description of procedures for handling, reviewing, signing and distributing final reports as prescribed in the IBC, Section 1700, with copies of relevant standard forms, and an example of a final letter
- 4.8.8 a description of procedures for Field Testing Laboratories (Refer to WABO Standard 1701 para 3.4 & 4.4)
- 4.9 Quality Assurance Manual
 - 4.9.1 Provide a copy of the agency quality assurance manual or the equivalent, if one exists

Agency Registration Application Form

BP:nds

created 12/10/93

revised 5/1/95

revised 2/8/96

Bulletin No. R93-04

JC:skc

revised 7/1/98

revised 7/1/99

revised 3/15/01

revised 6/29/06

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SPECIAL INSPECTION REGISTRATION PROGRAM

TESTING AND INSPECTION AGENCY
ADDITIONAL TYPE(S) OF WORK
REGISTRATION APPLICATION FORM

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE ORIGINAL AND ONE COPY OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO: WABO i PO BOX 7310 i OLYMPIA i WA 98507-7310.

APPLICATION FEE: \$100 (per additional type of work) MAKE CHECKS PAYABLE TO: WABO

After review of the application submittal, the agency technical director will be notified of any deficiencies in the submittal. Following reconciliation of any deficiencies, arrangements will be made for an on-site inspection of the agency's facilities and equipment. For a list of items to be inspected during the on-site inspection, refer to the Agency Inspection Checklist in WABO Standard No. 1701, Appendix B

1. Applicant Information

1.1 Agency Name _____

1.2 Agency Technical Director Name _____

Phone No. () - FAX Phone No. () -

E-mail: _____

1.3 Agency Address _____
(no. and street)

(city) (state) (zip)

2. Additional Type(s) of Work Applicant Is Seeking Registration

2.1 Check each type of work the agency is applying for below:

- Reinforced Concrete (RC) Structural Welding (SW)
Prestressed Concrete* (PC) Spray-applied Fire-resistive Materials (FP)
Shotcrete* (SC) Lateral Wood (LW)
Structural Masonry (SM) Lateral Framing (LF)
Structural Steel and Bolting (SSB) Proprietary Anchors (PA)

*(Reinforced Concrete registration is a prerequisite for obtaining this agency registration)

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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 Special Inspection Agency.

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 agency technical director)

(date)

4. **Applicant Qualification Documentation**

The information requested in this section should be limited to the additional type(s) of work checked in part 2.1 above. The cost to review your application submittal and any follow-up deficiency response submittals is solely dependent upon the amount of time required for review.

4.1 Personnel

(pertaining to additional types of work for which you are applying)

4.1.1 Provide the appropriate application for the inspector(s) proposed to conduct inspections for the additional type of work.

(NOTE: Refer to WABO SIRP Bulletin 93-09)

4.1.2 Provide the appropriate application for the special inspector field supervisor(s) proposed to supervise field inspections for the additional type of work.

(NOTE: Refer to WABO SIRP Bulletin 93-08)

4.2 Testing Services (pertaining to additional types of work for which you are applying)

4.2.1 Provide a description of all testing services to be conducted solely by the agency without the assistance of external source(s).

4.2.2 Provide a description of all testing services to be conducted with assistance of external source(s)-include external source(s) names, addresses, telephone numbers and key contact names.

(NOTE: Refer to WABO SIRP Bulletin 93-06)

4.3 Equipment (pertaining to additional types of work for which you are applying)

4.3.1 Provide a list of fixed and mobile test and field inspection equipment the agency owns and has on-site.

4.3.2 Provide a list of fixed and mobile test and field inspection equipment the agency depends on external sources for-include external source(s) names, addresses, telephone numbers and key contact names.

- 4.3.3 Provide a description of agency owned equipment calibration practices and procedures along with samples of relevant record keeping documents.

(NOTE: All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency of not less than one year.)

- 4.4 Inspection and Testing Documentation

(pertaining to additional types of work for which you are applying)

- 4.4.1 Provide a description or list of laboratory procedures-including appropriate ASTM and IBC references-with samples of relevant forms.

- 4.4.2 Provide a description of field inspection and testing procedures with samples of relevant forms.

(NOTE: Refer to enclosed WABO SIRP Bulletin R-93-07)

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**INSPECTION AGENCY
REGISTRATION APPLICATION FORM**

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.**

APPLICATION FEE: \$300.00 - MAKE CHECKS PAYABLE TO: WABO

Application and supporting documentation will be reviewed and the applicant will be notified of any application deficiencies. Following satisfactory corrective action of application deficiencies, Arrangements will be made for an on-site inspection of the applicant's facilities and equipment.
(Refer to WABO Standard No. 1701, Appendix B, (Agency Inspection Checklists))

1. Applicant Information

1.1 _____
(Agency Name)

1.2 _____
(Agency Proposed Technical Director's Name)

Phone No. (____) _____ FAX No. (____) _____

E-mail: _____

1.3 Agency Address _____
(no. and street)

_____ (city) _____ (state) _____ (zip)

1.4 Agency Facility Description: ___ Headquarters **or** ___ Branch
(Separate registration application form is required for each headquarters and/or branch facility)
___ Sole Proprietorship **or** ___ Partnership **or** ___ Corporation

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

1.6 Job Titles Comparison
List below your agency job titles that correspond to the WABO Special Inspection Registration Program job titles along with the names of the individuals currently in those positions:

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SIRP Program Job Titles _____ Agency Job Titles _____

Technical Director _____
Individual (s) in Position: _____

Special Inspection Field Supervisor (1) _____
Individual (s) in Position: _____
Type(s) of Work: _____

Special Inspection Field Supervisor (2) _____
Individual (s) in Position: _____
Type(s) of Work: _____

Special Inspection Field Supervisor (3) _____
Individual (s) in Position: _____
Type(s) of Work: _____

2. Type(s) of Work for Which Applicant Is Seeking Registration

2.1 Agencies may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the agency is applying for below:

- | | |
|---|--|
| <input type="checkbox"/> Reinforced Concrete (RC) | <input type="checkbox"/> Structural Welding (SW) |
| <input type="checkbox"/> Prestressed Concrete* (PC) | <input type="checkbox"/> Spray-applied Fire-resistive Materials (FP) |
| <input type="checkbox"/> Shotcrete* (SC) | <input type="checkbox"/> Lateral Wood (LW) |
| <input type="checkbox"/> Structural Masonry (SM) | <input type="checkbox"/> Lateral Framing (LF) |
| <input type="checkbox"/> Structural Steel and Bolting (SSB) | <input type="checkbox"/> Proprietary Anchors (PA) |

*(Reinforced Concrete registration is a prerequisite for obtaining this agency registration)

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 Special Inspection Agency.

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 Agency Principal)

(Date)

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APPLICANT QUALIFICATION DOCUMENTATION

(ITEMS LISTED BELOW SHOULD BE BOUND, IN SOME FASHION, HAVE A TABLE OF CONTENTS AND LOCATOR INDEX DIVIDERS FOR EACH SECTION, e.g. "A," "B," ETC.)

4. Applicant Qualification Documentation

Registration of an agency is based on an assessment of the Agency Registration Application; accompanying Applicant Qualification Documentation; and on-site facilities and equipment inspection. Below is a list of Applicant Qualification Documentation that should be submitted along with the completed and signed Agency Registration Application:

4.1 Scope of Operations Description

4.1.1 a description of the agency's geographic area of operations and types of users

4.2 Accreditation or Inspection Documentation

(Refer to WABO Standard No. 1701, Appendix A for listing of Acceptable Accrediting and Inspecting Authorities)

4.2.1 if the applicant agency has been accredited by an "acceptable accrediting authority", a copy of the certificate and scope of accreditation.

-or-

if the applicant agency has been inspected by an "acceptable inspecting authority", a copy of the inspecting authority's report, along with satisfactory evidence that any deficiencies noted in the inspection authority's report have been corrected.

4.2.2 the national accreditation/inspection certificate or report shall be for all types of work the agency wishes to be registered, in compliance with ASTM E329.

4.3. Organization and Personnel Information

4.3.1 for sole proprietorships or partnerships, a list of agency owner(s) including name(s) and title(s)

-or-

for a corporation, the corporation name, headquarters address and telephone number along with the applying agency manager's name and title

4.3.2 for agency's with branch offices, a list of all branch offices including names, addresses and telephone numbers for managers.

(NOTE: If branch offices exist, please provide this list whether branch offices are scheduled to become registered or not. Each branch office is considered a separate entity and must comply with the provisions of the WABO Standard No. 1701 to become a registered agency.)

4.3.3 a staffing diagram and/or organizational chart of the agency including the names, titles of all managerial, supervisory and inspector personnel (relating to special inspection activity).

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- 4.3.4 evidence (completed key personnel application form and fee, or current WABO registration certificates) that the agency inspection services are under the direction of a full-time employed person (**technical director**) meeting the qualifications prescribed for this registration program found in WABO Standard No. 1701
(Refer to Bulletin 93-08, Key Personnel Registration.)
- 4.3.5 evidence (completed key personnel application form and fee, or current WABO registration certificates) that the agency field inspections are under the supervision of a full-time employed person (**special inspection field supervisor**) meeting the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701.
(Refer to Bulletin 93-08, Key Personnel Registration.)
- 4.3.6 evidence (completed inspector application form and fee, or current WABO registration certificates) that the agency inspectors (**special inspectors**) meet the prescribed qualifications prescribed for this registration program found in WABO Standard No. 1701.
(Refer to Bulletin 93-09, Special Inspector Registration.)
- 4.3.7 description of the agency's personnel training program and/or practices
- 4.4. IBC Special Inspection Specifications
 - 4.4.1 evidence that agency key personnel and inspectors are familiar with and prescribe to the provisions of IBC, Chapter 17, "Structural Tests and Inspections".
- 4.5 Testing Services
 - 4.5.1 Provide a description of all related field tests performed by agency personnel
 - 4.5.2 Provide a list of related laboratory tests and the WABO registered agency's that will perform them.
- 4.6. Equipment and Facilities Information
(identified by registration categories./type of work)
 - 4.6.1 a list of field test and inspection equipment the agency owns.
 - 4.6.2 a list of field test and inspection equipment the agency depends on external sources for-include the source name

4.6.3 evidence of equipment calibration procedures, practices and a record keeping system, with copies of relevant standard forms used.
(NOTE: All calibrations shall be traceable to the National Institute of Standards & Technology (NIST) and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency of not less than one year.)

4.6.4 a description of equipment maintenance practices, with copies of relevant standard forms used

4.7 Codes and Standards

4.7.1 a list of the relevant codes and standards the agency has on hand, by title and edition year.

(See WABO Standard No. 1701, Appendix B for minimum requirements)

4.8. Field inspection and Related Field Testing Procedures Information. Provide the following for each type of work in which registration is sought:
(Refer to Bulletin 93-07, Agency Testing & Inspection Documentation)

4.8.1 a description of field inspection procedures, with copies of relevant standard forms used

4.8.2 a list of related field testing including appropriate ASTM and/or IBC references, with copies of relevant standard forms used.

4.8.3 a description of procedures for field test and inspection job tracking from initial assignment through record retention, with copies of relevant standard forms used

4.8.4 a description of procedures for field test sample selecting, identifying, handling, and, storing, with copies of relevant standard forms used

4.8.5 a description of procedures for recording field test and inspection results, with copies of relevant standard forms used

4.8.6 a description of procedures for handling and reporting “discrepancies” referenced in the IBC, Section 1700, with copies of relevant standard forms used

4.8.7 a description of procedures for handling, reviewing, signing and distributing “final reports” as prescribed in the IBC, Section 1700, with copies of relevant standard forms used, and an example of a final letter.

4.9 Quality Assurance Manual

4.9.1 Provide a copy of the agency “quality assurance manual” or the equivalent.

Agency Registration Application Form

BP:nds

created 12/10/93

revised 5/1/95

revised 2/8/96

Bulletin No. R93-04

JC:skc

revised 7/1/98

revised 7/1/99

revised 5/1/00

revised 10/18/01

revised 6/29/06

revised 5/22/07



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

INSPECTION AGENCY
ADDITIONAL TYPE(S) OF WORK
REGISTRATION APPLICATION FORM

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE ORIGINAL AND ONE COPY OF THE COMPLETED APPLICATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.

APPLICATION FEE: \$100 (per additional type of work) • MAKE CHECKS PAYABLE TO: WABO

1. Applicant Information

1.1 Agency Name

1.2 Agency Technical Director's Name

Phone No. () FAX No. ()

E-Mail:

1.3 Agency Address (no. and street) (city) (state) (zip)

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Agencies may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the agency is applying for below:

- Reinforced Concrete (RC) Structural Welding (SW)
Prestressed Concrete* (PC) Spray-applied Fire-resistive Materials (FP)
Shotcrete* (SC) Lateral Wood (LW)
Structural Masonry (SM) Lateral Framing (LF)
Structural Steel and Bolting (SSB) Proprietary Anchors (PA)

*(Reinforced Concrete registration is a prerequisite for obtaining this agency registration)

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After review of the application submittal, the agency technical director will be notified of any deficiencies in the submittal. Following reconciliation of any deficiencies, arrangements will be made for an on-site inspection of the agency's facilities and equipment. For a list of items to be inspected during the on-site inspection, refer to the Agency Inspection Checklist in WABO Standard No. 1701, Appendix B

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 Special Inspection Agency.

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 Agency Principal)

(Date)

4. Applicant Qualification Documentation

The information requested in this section should be limited to the additional type(s) of work checked in part 2.1 above. The cost to review your application submittal and any follow-up deficiency response submittals is solely dependent upon the amount of time required for review.

4.1 Personnel

(pertaining to additional types of work for which you are applying)

4.1.1 Provide the appropriate application or current WABO registration certificate for the inspector(s) proposed to conduct inspections for the additional type of work.

(NOTE: Refer to WABO SIRP Bulletin 93-09)

4.1.2 Provide the appropriate application or current WABO registration certificate for the special inspector field supervisor(s) proposed to supervise field inspections for the additional type of work.

(NOTE: Refer to WABO SIRP Bulletin 93-08)

4.2 Related Field Testing Services

(pertaining to additional types of work for which you are applying)

4.2.1 Provide a description of all related field tests performed by agency personnel.

4.2.2 Provide a list of related laboratory tests and the WABO registered agency(s) that will perform them.

4.3 Equipment

(pertaining to additional types of work for which you are applying)

4.3.1 Provide a list of field inspection and test equipment the agency owns and has on-site.

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4.3.2 Provide a list of field inspection and test equipment the agency depends on external sources for-include external source(s) names, addresses, telephone numbers and key contact names.

4.3.3 Provide a description of agency owned equipment calibration practices and procedures along with samples of relevant record keeping documents.

(NOTE: All calibrations shall be traceable to the NIST and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency of not less than one year.)

4.4 Inspection and Testing Documentation

(pertaining to additional types of work for which you are applying)

4.4.1 Provide a description of field inspection and related testing procedures with samples of relevant forms.

(NOTE: Refer to WABO SIRP Bulletin R-93-07)

- end-



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

AGENCY NATIONAL ACCREDITATION REQUIREMENT

A prerequisite for agency registration in the special inspection registration program is documentation of a valid accreditation certificate or an inspection report less than three years old from a WABO approved national accreditation or inspection authority.

To meet this national accreditation requirement, any of the following alternatives will be considered:

1. if the applying agency has been accredited or inspected by an approved authority, the applying agency will submit a copy of:
 - 1.1. a valid accreditation certificate
 - 1.2. evidence that the agency has been inspected by an approved accreditation or inspecting authority, and that all relevant deficiencies noted in the accreditation or inspecting bodies report have been corrected to the satisfaction of the accrediting or inspection authority.

NOTE: WABO approved national accreditation or inspection authorities may be found in WABO Standard No. 1701, Appendix A.

Agency National Accreditation Requirement
Bulletin No. R93-05
BP:nds
created 12/10/93
JC:skc
revised 7/1/98
revised 5/22/07

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SPECIAL INSPECTION REGISTRATION PROGRAM AGENCY EXTERNAL SERVICES DOCUMENTATION

One of the **Agency Registration Application** documentation items requested is evidence of accreditation and/or inspection documentation (qualification) pertaining to the external services used by the agency. Below is a list of alternative forms of acceptable evidence.

1. External Services-**Testing**

- 1.1 A copy of a letter or certificate of accreditation, along with a listing of specific tests or services accredited, from an acceptable accrediting authority.
(refer to WABO Standard No. 1701, Appendix A for acceptable Accrediting Authorities)
- 1.2 In lieu of a letter or certificate of accreditation from an acceptable inspecting authority, a copy of a complete report including evidence that any deficiencies noted in the report have been satisfied,
(refer to WABO Standard No. 1701, Appendix A for acceptable Inspecting Authorities)

2. External Services-**Calibration**

- 2.1 Provide evidence the calibration agency has NVLAP, IAS or A2LA accreditation in accordance with ISO 17025.
(refer to WABO Standard No. 1701, Appendix A for acceptable Accrediting Authorities)
- 2.2 Provide evidence that the testing agency has a written contract for calibration services.

3. External Services-**Nondestructive Testing**

- 3.1 Provide evidence of compliance with ASTM E543, practice for determining the qualifications of NDT Agencies as follows:
 - 3.1.1 a QA/QC manual
 - 3.1.2 documentation of use of AWS procedures for:
 - 3.1.2.1 Radiography
 - 3.1.2.2 Magnetic Particle
 - 3.1.2.3 Ultrasonic
 - 3.1.2.4 Penetrant
 - 3.1.3 documentation of personnel certifications for:
 - 3.1.3.1 Level II
 - 3.1.3.2 Level III
- 4.2 Provide evidence of compliance with ASTM E543, practice for Determining the Qualifications of NDT Agencies in the form of a notarized statement of compliance signed by a corporate/company officer.

revised 5/22/07

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

AGENCY INSPECTION AND TESTING DOCUMENTATION

One of the **Agency Registration Application** documentation items requested is a description of field inspection and/or testing procedures and copies of relevant standard forms used by the agency. Below is an example of a description of field inspection and/or testing procedures for structural masonry.

OBJECTIVE

The purpose of special observation for masonry is to verify that the workmanship and materials meet the minimum standards required by code as well as the project specifications. This is particularly difficult in masonry work where so much is dependent upon the capabilities of the individual mason as well as practices which have developed over the years and have become the custom of the trade for the particular locality. This requires experience and judgment by the inspector as well.

This objective can best be achieved by qualified special inspectors performing the following duties under the direct supervision of the materials engineering laboratory.

OBSERVATION DUTIES

1. Documents
 - 1.1 Review the plans and specifications with the masonry contractor and architects representative in a preconstruction meeting to verify level of inspection required for the particular job. This is the time to resolve any differences in local custom or practice of the mason and requirements of the code and project specifications.
2. Mill Test Reports
 - 2.1 Verify that mill test certifications for unit masonry cement and reinforcing steel have been furnished by supplier and are acceptable to the architect/engineer.
3. Sampling of Materials
 - 3.1 Sample and verify that the following materials are delivered to laboratory for testing when required by project specifications:
 - 3.1.1 Concrete block or brick.
 - 3.1.2 Aggregates and cement for mortar and grout.
 - 3.1.3 Reinforcing steel as delivered.
4. Storage of Materials
 - 4.1 Check that cement, lime block and brick are supported on pallets and covered to protect from exposure to excessive moisture or drying.
 - 4.2 Check that aggregates for mortar and grout are stored free from contamination and in such a manner as to minimize segregation.
5. Preparation for Lay-up
 - 5.1 Verify size and spacing of reinforcing dowels.

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- 5.2 Verify that foundation concrete is clean and prepared as required by specifications.
- 6. Lay-up or Placing of Masonry Units
 - 6.1 Verify whether high lift or low lift procedures have been approved for use.
 - 6.2 Verify that clients are provided for first course of each pour, if high lift method is used.
 - 6.3 Check plumb and lay-up configuration.
 - 6.4 Check moisture condition of masonry units.
 - 6.5 Verify that proper mortar ingredients and batching techniques are being used and prepare mortar compression test specimens.
 - 6.6 Check mortar time on board.
 - 6.7 Verify that head joints are the same thickness as face shells or that full head joints are used when specified.
 - 6.8 Check that mortar extrusions (fins) are cleaned off inside.
 - 6.9 Check whether joints are tooled as specified.
 - 6.10 Check required frequency of masonry wall prisms and observe construction of same.
 - 6.11 Check for ties when specified.
 - 6.12 Check horizontal reinforcing steel placing:
 - 6.12.1 Placed at correct course, laps as specified.
 - 6.12.2 Check whether laps are staggered in bond beams and corners as required.
 - 6.12.3 Check lintel bars over openings.
 - 6.12.4 Check hooks, if called for in jambs.
 - 6.12.5 Check ties in piers, diameter, spacing and properly fastened.
 - 6.13 Check vertical reinforcing steel:
 - 6.13.1 Check bars at jambs, corners and piers, and typical wall steel.
 - 6.13.2 Check whether tied at top and bottom and as required by project specifications.
- 7. Grouting Observations
 - 7.1 Verify that cells and starting beds are clean. Check condition with light or mirror.
 - 7.2 Check whether dowels, anchor bolts and inserts are all in place, particularly at roof lines, floor lines and intersection wall lines.
 - 7.3 Check installation of Clint closures.
 - 7.4 Check grout mix and admixture required, etc.
 - 7.5 Check slump in accordance with the specifications.

- 7.6 If low lift grouting, verify that maximum masonry height is in accordance with the code before grouting.
 - 7.7 Check that grout is stopped below top for keying where required.
 - 7.8 Verify mechanical vibrating during placement and later during reconsolidation.
 - 7.9 Continuous observation is required during grouting operations.
 - 7.10 Prepare grout specimens in absorbent form, or as specified, for laboratory testing.
 - 7.11 Check that curing requirements are being followed.
8. Reports
- 8.1 Submit written progress reports describing the test and observations made and showing the action taken to correct non-conforming work. Itemize any changes authorized by architect/engineer. Report all uncorrected deviations from plans or specifications.

Agency Inspection and Testing Documentation
Bulletin No. 93-07
BP:nds
created 12/10/93
revised 7/18/94
JC:skc
revised 7/1/98

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL REGISTRATION

(Application forms are a part of this bulletin)

Detailed information regarding registration application procedures for key personnel may be found in WABO Standard No. 1701 and on the face of the included Key Personnel Registration Application Forms. Briefly, an agency must have:

1. one registered **Technical Director** with engineering managerial qualifications responsible for direction of the agency's inspection and testing services; and
2. at least one registered **Supervising Laboratory Technician** responsible for each type of work for which the agency is providing special inspection services; and
3. at least one registered **Special Inspection Field Supervisor** responsible for each type of work in which the agency is providing special inspection services.

REGISTRATION ISSUANCE AND RENEWAL

Key personnel certificates of registration are issued for a period of one year and continue to be valid so long as they are renewed annually.

WABO will assign the expiration date of each certificate of registration which will remain constant regardless of whether or not any additional types to work are added.

Failure to renew any type of work represented on a certificate of registration prior to the expiration date may result in elimination from agency's register, loss of certification for that type of work from the certificate of registration, and possibly have an adverse impact on the agency's registration.

In the event an agency has a category pending due to key personnel non-renewal or vacancy, they will have up to one year to fill the vacancy before a re-application of that category will be required.

1. REGISTRATION TRANSFER

An individual's certificate of registration with a registered special inspection agency may be transferred to another agency if:

- 1.1 their employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
- 1.2 they submit a completed "Key Personnel Transfer Registration Application" form along with the prescribed fees; and
- 1.3 they submit their current, unexpired WABO Certificate of Registration.

2. REGISTRATION EXPIRATION AND REINSTATEMENT

An individual's certificate of registration that has not been renewed prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:

- 2.1 an applicants employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and

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- 2.2 an application is submitted on a prescribed "Key Personnel Reinstatement Registration Application" form along with the prescribed fees; and
- 2.3 an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration; and
- 2.4 an application must include an acceptable explanation(s) of why the expired Certificate of Registration was not renewed in a timely manner during the normal renewal process; and
- 2.5 an application may not be accepted from any key personnel individual who has had a Certificate of Registration suspended or withdrawn.

3. REGISTRATION “VESTING”

Once an individual’s annual registration fee has been paid, whether the individual is with a "Pending" or "Registered" agency, the individual’s eligibility for registration will be vested with that agency until the individual’s registration expires or there is reason to revoke said registration.

4. CERTIFICATE OF REGISTRATION CARD

Individuals holding a certificate of registration card should note that it states on their card that "the card is the property of WABO". The card is provided to serve as identification, if such is requested by an official. The card is to be kept in the possession of the individual so long as the individual is employed by the agency named on the card. If the individual leaves the employ of that agency, the agency technical director is to collect the card and return it to WABO along with notification that the individual is no longer employed by that agency.

5. CERTIFICATE OF REGISTRATION REVOCATION

Revocation of a Certificate of Registration card shall be determined by the SIRP board. Cause(s) may include, but are not limited to: misrepresentation of an individual’s Certificate of Registration; using a card when the individual is not in the employ of a registered agency; possession of another registrants Certificate of Registration card; fraudulent behavior; inspecting types of work without valid certification, et al.

Key Personnel Registration
 Bulletin R93-08
 BP:nds
 created 12/10/93
 revised 9/8/95
 revised 6/1/96
 JC:skc
 revised 5/5/98
 revised 7/1/99
 revised 6/29/06
 revised 5/22/07



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL REGISTRANT APPLICATION FORM

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH POSITION APPLIED FOR.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310**

APPLICATION FEES:

\$125 FOR TECHNICAL DIRECTORS AND SUPERVISING LABORATORY TECHNICIANS

\$125 FOR THE FIRST TYPE OF WORK, PLUS AN ADDITIONAL **\$45** FOR EACH ADDITIONAL TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM FOR SPECIAL INSPECTION FIELD SUPERVISORS.

MAKE CHECKS PAYABLE TO: WABO

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.

KEY PERSONNEL REGISTRANTS

Key Personnel may become registered in the WABO Special Inspection Registration Program if:

1. they are a full-time employee of a pending or registered agency in the WABO Special Inspection Program; and
2. they submit a completed "Key Personnel Registration Application" form along with the prescribed fees; and
3. they submit legible copies of the unexpired ICC and/or WABO certification cards for each type of work application is requested for; and
4. an application evaluation of the education and work experience documented on their application results in a cumulative total of 35 points (refer to Appendix C of WABO Standard No. 1701 for application evaluation information); and
4. the results of an interview evaluating their knowledge and hands-on experience is satisfactory (refer to Appendix D of WABO Standard No. 1701 for interview evaluation information) **Note:** In the event a key personnel applicant fails the interview, a reapplication, including appropriate fees will be accepted any time thirty (30) days after the date of the interview

Note: Legible copies of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diplomas, etc.) may also be submitted.

APPLICATION FORM NEXT PAGE

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**KEY PERSONNEL
REGISTRATION APPLICATION FORM**

1. Applicant Information

1.1 Application For: _____ Technical Director (**\$125**)
 _____ Supervising Laboratory Technician (**\$125**)
 _____ Special Inspection Field Supervisor
 (**\$125 1st type of work plus \$45 each additional**)

1.2 Applicant Name _____
 (last) (first) (M.I.)

Home Address _____

 (city) (state) (zip)

Home Phone () _____ E-Mail _____

1.3 Are you 18 years of age or older? _____ Yes _____ No

1.4 Have you ever been convicted of a felony? _____ Yes _____ No
 (Note: A conviction will not necessarily bar you from registration.)

1.5 Agency Employer Name _____
 (permanent office location) _____

1.6 Agency Phone Number () _____

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Key personnel may become registered to direct or supervise any number of types of work (testing and inspection). Check each type of work you are applying for below:

- | | |
|------------------------------------|--|
| _____ Reinforced Concrete* | _____ Structural Welding |
| _____ Prestressed Concrete** | _____ Spray-applied Fire-resistive Materials |
| _____ Shotcrete** | _____ Lateral Wood |
| _____ Structural Masonry | _____ Lateral Framing |
| _____ Structural Steel and bolting | _____ Proprietary Anchors |

* Requires current ACI certification as an ACI Field Technician - Grade 1.
 (Refer: WABO Bulletin No. R-99-01)

** Reinforced Concrete registration is a prerequisite for obtaining this **inspector registration**

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. Refer to Appendix C of WABO Standard No. 1701 for creditable education and training 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 education and training experience with relevant dates of each experience. Refer to Appendix C of WABO Standard No. 1701 for creditable education and training 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. 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, the test and/or inspection methods and standards that the applicant was responsible for on the listed project, and the type and size (number of stories) of each listed 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 part of 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 key personnel registrant.

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)



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL TRANSFER APPLICATION FORM

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH POSITION APPLIED FOR.

MAIL THE **ORIGINAL** COMPLETED APPLICATION FORM ALONG WITH THE APPROPRIATE APPLICATION TRANSFER FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.**

**FEES: \$40 EACH KEY PERSONNEL POSITION APPLIED FOR.
MAKE CHECKS PAYABLE TO: WABO**

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.

KEY PERSONNEL TRANSFER

Key personnel holding a current certificate of registration with a registered special inspection agency may transfer that certificate of registration to another agency if:

1. their employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
2. they submit a completed Key Personnel Transfer Registration Application form along with the prescribed fees; and
3. they submit their current, unexpired WABO Key Personnel Certificate of Registration.

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**KEY PERSONNEL
TRANSFER APPLICATION FORM**

Fee: \$40 per certificate of registration

1. Applicant Information

1.1 Application For: _____ Technical Director
 _____ Supervising Laboratory Technician
 _____ Special Inspection Field Supervisor

1.2 Applicant Name _____
 (last) (first) (M.I.)

Home Address _____

_____ (city) (state) (zip)

Home Phone (_____) E-Mail _____

1.3 Old Employer _____
 (Registered/Employing Agency Transferring From) (Location)

Phone Number (_____)

1.4 New Employer _____
 (Registered/Employing Agency Transferring To) (Location)

Phone Number (_____)

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Key personnel may become registered to direct or supervise any number of types of work (testing and inspection). Check each type of work you are applying for below:

- | | |
|------------------------------------|--|
| _____ Reinforced Concrete* | _____ Structural Steel and Welding |
| _____ Prestressed Concrete** | (includes high strength bolting) |
| _____ Shotcrete** | _____ Spray-applied Fire-resistive Materials |
| _____ Structural Masonry | _____ Lateral Wood |
| _____ Structural Steel and bolting | _____ Lateral Framing |
| _____ Structural Welding | _____ Proprietary Anchors |

* Requires current ACI certification as an ACI Field Technician - Grade 1.
 (Refer: WABO Bulletin No. R-99-01)

** Reinforced Concrete registration is a prerequisite for obtaining this **inspector registration**

3. Information Accuracy Certification and Inquiry Consent

I certify that all statements, answers and information given as part of 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 key personnel registrant.

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)



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL REINSTATEMENT APPLICATION FORM

DIRECTIONS: PLEASE ANSWER ALL QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. REFER TO WABO STANDARD NO. 1701 FOR DETAILED APPLICATION PREREQUISITES.

MAIL THE **ORIGINAL** APPLICATION ALONG WITH THE APPROPRIATE REINSTATEMENT FEE TO:

WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.

FEE: **\$45 EACH TYPE OF WORK APPLIED FOR.**
MAKE CHECKS PAYABLE TO: WABO

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A COVER LETTER FROM THE AGENCY.

KEY PERSONNEL REINSTATEMENT

Key personnel failing to renew their certificate of registration prior to the assigned expiration date may apply for reinstatement of their certificate if:

1. their employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package in process to become a WABO Special Inspection Program registered agency on file in the WABO office); and
2. They submit a completed Key Personnel Reinstatement Registration Application form along with the prescribed fees;
3. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration; and
4. an application must include an acceptable explanation(s) of why the expired certificate of registration was not renewed in a timely manner during the normal renewal process; and
5. an application will not be accepted from any key personnel individual who has had a certificate of registration suspended or withdrawn.

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**KEY PERSONNEL
REINSTATEMENT APPLICATION FORM**

(Must be received within 60 days of the expiration of a Certificate of Registration)

Application For: _____ Technical Director **(\$45)**
_____ Supervising Laboratory Technician **(\$45)**
_____ Special Inspection Field Supervisor **(\$45 per type of work)**

1. Applicant Information

- 1.1 Applicant Name _____
(last) (first) (M.I.)
- 1.2 Home Address _____

(city) (State) (zip)
- 1.3 Home Phone(____) _____ E-Mail _____
- 1.4 Agency Employer Name _____
(permanent office location) _____
- 1.5 Agency Phone Number (____) _____

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Key personnel may become registered to direct or supervise any number of types of work (testing and inspection). Check each type of work you are applying for below:

- | | |
|------------------------------------|--|
| _____ Reinforced Concrete* | _____ Structural Steel and Welding
(includes high strength bolting) |
| _____ Prestressed Concrete** | _____ Spray-applied Fire-resistive Materials |
| _____ Shotcrete** | _____ Lateral Wood |
| _____ Structural Masonry | _____ Lateral Framing |
| _____ Structural Steel and bolting | _____ Proprietary Anchors |
| _____ Structural Welding | |

* Requires current ACI certification as an ACI Field Technician - Grade 1.
(Refer: WABO Bulletin No. R-99-01)

** Reinforced Concrete registration is a prerequisite for obtaining this **inspector registration**

3. Explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process.

(If additional space is needed, attach supplemental sheets).

4. 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 key personnel registrant.

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)



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

SPECIAL INSPECTOR REGISTRATION

(Application forms are a part of this bulletin)

REGISTRATION

An agency must have at least one registered ICC and/or WABO special inspector responsible for each type of work for which they are providing special inspection services. To register as a special inspector, individuals must:

1. hold valid, unexpired ICC and/or WABO special inspector certification in one or more of the following types of work- Reinforced Concrete, Prestressed Concrete, Shotcrete, Structural Masonry, Structural Steel and Welding, Structural Steel and Bolting, Structural Welding, Spray-applied Fire-resistive Materials, Lateral Wood and/or Lateral Framing;
2. document their employing agency is a WABO Special Inspection Program registered agency (or their employing agency has an application submittal package to become a WABO Special Inspection Program registered agency on file in the WABO office);
3. submit a complete initial Registrant inspector application and the prescribed fees;
4. submit copies of valid, unexpired ICC and/or ACI or WABO certification cards;
5. successfully participate in an interview process intended to corroborate their application information and to identify their knowledge pertaining to field work. (**Note:** In the event an inspector applicant fails the interview, a reapplication, including appropriate fees will be accepted any time thirty (30) days after the date of the interview

REGISTRATION ISSUANCE AND RENEWAL

Special inspector certificates of registration are issued for a one year period and continue to be valid as long as they are renewed annually.

WABO will assign the registration expiration date which will remain constant regardless of whether or not any additional types to work are added to a registration certificate.

Failure to renew any type of work represented on a registration certificate prior to certificate expiration date may result in elimination of that type of work from the registration certificate.

Failure to renew a registration certificate prior to the expiration date may result in loss of the certificate.

REGISTRATION EXPIRATION AND REINSTATEMENT

An individual's registration that has not been renewed annually prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:

1. an applicant's employing agency is a WABO Special Inspection Program registered agency (or has an application submittal package to become a WABO Special Inspection Program registered agency on file in the WABO office)
2. an application is submitted on a prescribed Reinstatement Registrant form, along with applicable fees;
3. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration;

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4. an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process; and,
5. an application will not be accepted from an inspector who has had a registration suspended or withdrawn.

REGISTRATION “VESTING”

Once an individual's registration fee has been paid for a year, whether the individual is with a "Pending" or "Registered" agency, the individual's eligibility for registration will be vested until the individual's registration expires or there is reason to revoke said registration.

REGISTRATION CARD

Individuals holding a certificate of registration card should note that it states on their card that "the card is the property of WABO." The card is provided to serve as identification, if such is requested on a job site. The card is to be kept in the possession of the individual.

REGISTRATION REVOCATION

Cause(s) for revocation of a registration or certification shall be determined by the SIRP board. One such cause is misrepresentation of an individual's registration or certification in the SIRP e.g. using a card when the individual is not in the employ of a registered agency; using another registrants card; inspecting types of work without valid certification, et al.

LOST CERTIFICATION

Certifications which have been lost require replacement. To obtain a replacement certificate, submit a signed and dated letter request to WABO indicating brief circumstances surrounding the loss and include the appropriate replacement fee. (Refer to Bulletin No. R-93-02: Fee Schedule)

APPLICATION FORM

NEXT PAGE

Special Inspector Registration
Bulletin No. R93-09
BP:nds
created 12/10/93
Revised 1/1/94
revised 4/1/94
revised 9/1/94
revised 4/1/96

JC:skc
revised 6/1/98
revised 7/1/98
revised 7/1/99
revised 7/1/00
revised 9/1/03

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SPECIAL INSPECTION REGISTRATION PROGRAM

INITIAL REGISTRANT INSPECTOR APPLICATION FORM

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR.

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION, ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.**

APPLICATION FEE: \$125 FOR THE FIRST TYPE OF WORK, PLUS AN ADDITIONAL \$45 FOR EACH ADDITIONAL TYPE OF WORK BEING APPLIED FOR ON *THIS* APPLICATION FORM.

PLEASE MAKE CHECKS PAYABLE TO: WABO

INITIAL REGISTRANTS

Individuals holding an unexpired **ICC special inspector certification** in the categories of Reinforced Concrete, Prestressed Concrete, Structural Masonry, Structural Steel and Welding, and/or Spray-applied Fire-resistive Materials or unexpired **WABO special inspector certification** in Shotcrete, Lateral Wood and/or Lateral Framing may become registered in the WABO program as Initial Registrants if:

1. they document their employing agency is a WABO Special Inspection Program registered agency (or their employing agency has an application on file at WABO); and
2. they submit a completed "Initial Registrant" inspector application along with the prescribed fees; and
3. they submit copies of unexpired ICC or WABO certification cards; and
4. they submit lists of education, training and work experience which when evaluated result in a cumulative total of 35 points (refer to WABO Standard No. 1701, Appendix C); and,
5. they successfully participate in an interview process intended to corroborate their application information and to identify their knowledge pertaining to field work.

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SPECIAL INSPECTION REGISTRATION PROGRAM

SPECIAL INSPECTOR REGISTRATION APPLICATION FORM

1. Applicant Information

1.1 Applicant Name (last) (first) (M.I.)

Home Address (city) (state) (zip)

Home Phone () E-Mail

1.2 Are you 18 years of age or older? yes no

1.3 Have you ever been convicted of a felony? yes no (Note: A conviction will not necessarily bar you from registration.)

1.4 Agency Employer Name

Agency Location

Agency Phone No. ()

2. Type(s) of Work For Which Applicant Is Seeking Registration

2.1 Inspectors may become registered for any one or more of a number of types of work (testing and inspection). Check each type of work the inspector is applying for below:

- Reinforced Concrete* Structural Welding
Prestressed Concrete** Spray-applied Fire-resistive Materials
Shotcrete** Lateral Wood
Structural Masonry Lateral Framing
Structural Steel and Bolting

* Requires current ACI certification as an ACI Field Technician - Grade 1. (Refer: WABO Bulletin No. R-99-01)

** Reinforced Concrete registration is a prerequisite for obtaining this inspector registration

3. Education and Training Information

(Note: Information should relate to the type 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 which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable education and training experience). If additional space is needed, attach supplemental sheets.

4. Work Experience Information

(Note: Information should relate to the type of work for which the applicant is seeking registration. Merely referencing an enclosed resume is not acceptable. For each employer, indicate date(s) of employment and type of inspection(s) performed. This list should contain specific work experience which can be assigned points and totaled (refer to WABO Standard No. 1701, Appendix C for creditable work experience). If additional space is needed, attach supplemental sheets.

5. Projects Experience List

For each type of registration sought, provide a list of projects the applicant has worked on pertaining to that specific type of registration. 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 applicant's supervisor on the project and the test methods and standards that the applicant was responsible for on the listed 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 part of 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 special inspector.

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)

Applicant Qualification Documentation for Initial Special Inspector Registrants

Along with the completed **Special Inspector Registration Application** form, please submit the following applicant qualification documentation:

1. Letter of Recommendation

Letter should be from an official with a registered agency or another WABO approved source

2. Inspector Certificates

A legible photo copy of an unexpired ICC and/or WABO certificates (Shotcrete, Lateral Wood and/or Lateral Framing) reflecting each Type of Work for which applicant is seeking WABO registration.

3. Other Certificates, Registrations or Licenses

A legible photo copy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application. (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree diplomas, etc.)

4. Fees

Payment of prescribed application fee(s).

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SPECIAL INSPECTION REGISTRATION PROGRAM

INSPECTOR REINSTATEMENT APPLICATION FORM

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A COVER LETTER FROM THE AGENCY.

MAIL THE **ORIGINAL** APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.**

APPLICATION FEE: \$45 FOR EACH TYPE OF WORK BEING REINSTATED ON THIS APPLICATION FORM.

MAKE CHECKS PAYABLE TO: WABO

REINSTATEMENT REGISTRANT

Individuals failing to renew their inspector registrations prior to the assigned expiration date may apply for reinstatement of their registration, if:

1. their employing agency is a WABO Special Inspection Program registered agency (or has an application on file at WABO);
2. an application is submitted on a prescribed "Reinstatement Registrant" form;
3. an application is accompanied by the prescribed application fee;
4. an application is accompanied by the expired inspectors registration card;
5. an application is accompanied by unexpired ICBO and/or WABO certificates for types of work to be reinstated;
6. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration;
7. an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process;
8. an application will not be accepted from an inspector who has had a registration suspended or withdrawn.

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INSPECTOR REINSTATEMENT APPLICATION FORM

1. Applicant Information

1.1 Applicant Name _____
(last) (first) (M.I.)

1.2 Home Address _____

(city) (state) (zip)

Home Phone (_____) _____ E-Mail _____

1.3 Agency Employer Name _____

Agency Location _____

Agency Phone No. (_____) _____

2. Type(s) of Work For Which Applicant Is Seeking Reinstatement

2.1 Inspectors may reinstate an expired certification, as provided for in this bulletin, for only those types of work appearing on the expired certificate. Check each type of work the inspector is applying for below:

- | | |
|---|---|
| <input type="checkbox"/> Reinforced Concrete* | <input type="checkbox"/> Structural Steel and Welding
(includes high strength bolting) |
| <input type="checkbox"/> Prestressed Concrete** | <input type="checkbox"/> Spray-applied Fire-resistive Materials |
| <input type="checkbox"/> Shotcrete** | <input type="checkbox"/> Lateral Wood |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Lateral Framing |
| <input type="checkbox"/> Structural Steel & Bolting | <input type="checkbox"/> Placement Inspector |
| <input type="checkbox"/> Structural Welding | <input type="checkbox"/> Proprietary Anchors |

* Requires current ACI certification as an ACI Field Technician - Grade 1.
(Refer: WABO Bulletin No. R-99-01)

** Reinforced Concrete registration is a prerequisite for obtaining this inspector registration

3. Explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process.

(If additional space is needed, attach supplemental sheets.)

4. Information Accuracy Certification and Inquiry Consent

I certify that all statements, answers and information given as part of 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 special inspector.

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)



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

REGISTER EXPLANATION

Registration Program Explanation

The special inspection registration program, described in the **Agency and Inspector Performance Qualification Standard-Special Inspection** (WABO Standard No. 1701), is a voluntary registration program of the Washington Association of Building Officials (WABO) developed cooperatively by representatives from the association and special inspection agencies in the state of Washington. The program was developed in response to the need, recognized by municipality building officials and quality control agency owners, for a uniform method of determining qualifications and competence of special inspection agencies and inspectors called for in chapter 17 of the International Building Code.

This program is designed around the philosophy that the "special inspector" referenced in the IBC, chapter 17 is a quality control agency organized with qualified management, and supervisory personnel, inspectors and laboratory technicians together with the appropriate equipment and facilities to conduct material testing and certain construction or operation inspection in accordance with those standards stipulated in the IBC.

The program is intended to provide building officials with the means to meet the obligation imposed on them by state law that they determine that special inspection services are carried out by qualified individuals in a competent manner. The program is also intended to aid the quality control (special inspection) community by providing a consistent set of criteria by which qualifications and competency may be judged.

Register Purpose

The publication entitled, **Special Inspection Agency and Inspector Register**, is intended to be a resource for:

1. building officials, subscribing to the principle that quality control and inspection agencies and their inspectors, registered in the voluntary special inspection registration program described in **WABO Standard No. 1701**, are qualified special inspectors who have demonstrated their competence to the satisfaction of the building official, as prescribed in chapter 17 of the IBC,
2. quality control and inspection agencies and their inspectors, subscribing to the principle that quality control and inspection agencies and their inspectors, registered in the voluntary special inspection registration program described in **WABO Standard No. 1701**, are qualified special inspectors who have demonstrated their competence to the satisfaction of the building official, as prescribed in chapter 17 of the of the IBC, and

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3. owners and engineers or architects of record acting as the owners agent required to employ qualified special inspectors who have demonstrated their competence to the satisfaction of the building official, as prescribed in chapter 17 of the IBC.

Register Organization

The **Register** will have of two sections of listings:

Section One, entitled **Registered Agencies**, includes agencies that have met all requirements for agency registration as prescribed in **WABO Standard No. 1701**.

Section Two, entitled **Registered Special Inspectors**, includes a listing of all inspectors who have met all requirements for inspector registration for the types of work shown on the "Inspector Type of Work" list opposite their names.

NOTE: Inspectors are classified as "registered" only when actively employed by a registered agency prescribed in WABO Standard No. 1701.

The following "type of work" categories, for which **Registered Agencies** and **Inspectors** have demonstrated their qualifications and competence and for which **Pending Agencies** have applied, are included on each listing:

- | | |
|---------------------------------|--|
| 1. Reinforced Concrete | 7. Structural Steel and Welding (includes high strength bolting) |
| 2. Prestressed Concrete | 8. Spray-applied Fire-resistive Materials |
| 3. Shotcrete | 9. Placement Inspector |
| 4. Structural Masonry | 10. Lateral Wood |
| 5. Structural Steel and Bolting | 11. Lateral Framing |
| 6. Structural Welding | 12. Proprietary Anchors |

Register Updates

The Register is updated frequently and is available on the WABO website (www.wabo.org)

Register Explanation
Bulletin No. R94-01
BP:nds
created 1/1/94
JC:skc
revised 7/1/98
revised 7/1/99
revised 5/22/07

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SPECIAL INSPECTION REGISTRATION PROGRAM

REGISTRATION CHALLENGES AND APPEALS

The purpose of this bulletin is to describe the policy and procedures regarding challenges and appeals pertaining to the Washington Association of Building Officials (WABO) Special Inspection Registration Program (SIRP).

POLICY STATEMENT

A technical director of a registered agency may file a challenge or appeal, upon any ground, pertaining to the results of:

1. an agency survey/audit reported findings or conclusions;
2. an agency registration reclassification or certificate of registration suspension, non renewal or revocation;
3. a key person or inspector application/credential review, examination or interview reported findings or conclusions; or,
4. a key person or inspector certification of registration suspension, non renewal or revocation.

A challenge shall be submitted to and reviewed by the WABO SIRP Program Manager or designee, pursuant to the procedures and guidelines provided herein.

If the challenge is rejected by SIRP Program Manager or designee, the technical director may then appeal to a committee deemed appropriate by the WABO Executive Board, pursuant to the procedures and guidelines provided herein.

If the committee chosen to hear the appeal denies the appeal, the technical director's final right of appeal shall be to a Hearing Officer appointed by the WABO Executive Board, pursuant to the procedures and guidelines provided herein.

PROCEDURE

Challenges

1. Challenges shall be submitted to and reviewed by the WABO SIRP Program Manager or designee. There shall be no hearing conducted by the SIRP Program Manager on the challenge. All challenges submitted to SIRP Program Manager shall be governed by the following procedures and guidelines:

- 1.1 Filing

All challenges must be directed to:

WABO, PO Box 7310

Olympia, Washington 98507

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- 1.2 Filing Time Limit
All challenges shall be filed within fifteen (15) calendar days of the date of the written notice of the results being challenged. Any filing bearing a postmark date later than fifteen (15) calendar days will not be considered. If the last day to file a challenge falls on a Saturday, Sunday or legal National holiday, filings bearing the postmark date of the next business day will be considered as having been filed in a timely manner.
- 1.3 Grounds
A challenge shall be limited to the result of:
- 1.3.1 an agency survey/audit;
 - 1.3.2 a key person or inspector application/credential review, examination or interview;
 - 1.3.3 an agency registration reclassification or certificate of registration suspension, non renewal or revocation; or,
 - 1.3.4 a key person or inspector certification of registration suspension, non renewal or revocation for any program-related disciplinary action.
- 1.4 Format
A challenge shall be typed and include a separate and complete statement for each ground being challenged.
- 1.5 Determinations
Confirmation of receipt of the challenge shall be provided in writing to the technical director within fifteen (15) calendar days from the date the challenge is received or the postmark date on the challenge, whichever is earlier.
- Results of the challenge review shall be provided in writing within thirty (30) days following the date the challenge was received or, if no written results received prior to the expiration of said thirty (30) day period, the challenge shall be deemed denied.

Appeals to Committee

1. If a challenge is denied by the SIRP Program Manager, the technical director may appeal the denial to the committee prescribed herein. All appeals to committee shall be governed by the following procedure and guidelines:

1.1 Filing

An appeal must be submitted in writing by a technical director of a registered agency to:

WABO, PO Box 7310
Olympia, Washington 98507

- 1.2 Filing Time Limit
An appeal shall be filed within fifteen (15) calendar days of the date of notice of a challenge denial or, in the event of a written notification, the date the challenge shall be deemed denied. Any filing bearing a postmark date later than fifteen (15) calendar days will not be considered. If the last day to file a challenge falls on a Saturday, Sunday or legal National holiday, filings bearing the postmark date of the next business day will be considered as having been filed in a timely manner.
- 1.3 Grounds
An appeal shall be limited to a review of the findings and written decision reached by the SIRP Program Manager.
- 1.4 Format
An appeal shall be typed and contain a separate and complete statement of each ground upon which the appeal is based.
- 1.5 Review or Hearing
At the time of filing an appeal, the technical director will specify whether he/she is requesting the appeal be a review by committee or a hearing by committee.
- 1.6 Review by Committee
If, at the time of filing the appeal, the technical director requests a committee review, the committee shall conduct a review of the appeal filed by the technical director at the next regular meeting of the committee.
- 1.7 Hearing by Committee
If, at the time of filing the appeal, the technical director requests a hearing, a committee hearing shall be scheduled within sixty (60) days of the date the appeal is filed.

The committee shall provide the technical director with a minimum of fifteen (15) days prior written notice of the date, time and location of the hearing.

At a hearing, the technical director shall have the right to present any documentary or oral evidence he/she chooses. The technical director shall also have the right to present any witnesses in support of the appeal he/she chooses. All hearings shall be tape recorded and the technical director shall be entitled to a copy or transcript thereof upon total payment of the costs incurred to duplicate or transcribe the recording.

1.8 Determination

Upon determining the results of an appeal, the committee may, within its sole discretion, take any of the following actions:

- 1.8.1 affirm the findings and decision rendered by the SIRP Program Manager;
- 1.8.2 order the matter returned to the SIRP Program Manager for further review and determination of specific issues enunciated by the committee; or,
- 1.8.3 reverse the decision rendered by the SIRP Program Manager and enter said decision accordingly.

The committee shall prepare and provide the technical director with written findings of its decision within sixty (60) days from the date of a hearing or, if a hearing was not requested by the technical director, within sixty (60) days of the date of the meeting of the committee.

Appeals to Hearing Officer

1. If an appeal is rejected by committee, the technical director may appeal the determination to the WABO Executive Board. All appeals submitted to the executive board shall be governed by the following procedures and guidelines:
 - 1.1 **Filing**

An appeal must be submitted in writing by a technical director of a registered agency to:
WABO, PO Box 7310,
Olympia, Washington 98507
 - 1.2 **Filing Time Limit**

All appeals must be filed within fifteen (15) calendar days of the date of notice of the determination of the review or hearing committee. Any filing bearing a postmark date later than fifteen (15) calendar days will not be considered. If the last day to file an appeal falls on a Saturday, Sunday or legal National holiday, filings bearing the postmark date of the next business day will be considered as having been filed in a timely manner.
 - 1.3 **Grounds**

An appeal shall be limited to a review of the written findings of the review or hearing committee's decision.
 - 1.4 **Format**

An appeal shall be typed and contain a separate and complete statement of each ground upon which the appeal is based.

1.5 Hearing Officer Selection and Fees

Upon receipt of the technical director's appeal, the WABO President shall appoint a hearing officer and schedule a hearing within sixty (60) days of the date the appeal is filed. Expenses related to the hearing officer shall be shared equally by WABO and the appealing agency.

1.6 Hearing

The hearing officer shall provide the technical director with a minimum of fifteen (15) days prior written notice of the date, time and location of the hearing.

The hearing officer shall conduct a full review of all denied challenge and appeal grounds raised by the technical director and convene a hearing. At a hearing, the technical director shall have the right to present any documentary or oral evidence he/she chooses. The technical director shall also have the right to present any witnesses in support of the appeal he/she chooses. All hearings shall be tape recorded and the technical director shall be entitled to a copy or transcript thereof upon total payment of the costs incurred to duplicate or transcribe the recording.

1.7 Determination

Upon determining the results of an appeal, the hearing officer may, within his/her sole discretion, take any of the following actions:

- 1.7.1 affirm the findings and decision rendered by the review or hearing committee; or
- 1.7.2 order the matter returned to the review or hearing committee for further determination of specific issues enunciated by the hearing officer; or,
- 1.7.3 reverse the decision rendered by the review or hearing committee and enter said decision accordingly.

The determination of the hearing officer shall be rendered in writing to the technical director, the WABO President and the SIRP Program Manager within sixty (60) days from the date of the hearing.

Unless the appeal is returned to the review or hearing committee for further review or hearing, the action of the hearing officer shall be final.



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

REGISTRATION SUSPENSION, NON RENEWAL & REVOCATION

The purpose of this bulletin is to describe policy procedures regarding suspension, non renewal and/or revocation of a Washington Association of Building Officials (WABO) Special Inspection Registration Program (SIRP) registrants registration.

POLICY STATEMENT

After due process, an agency and/or its key personnel registration may be suspended or not renewed upon confirmation of allegations of:

1. willful or negligent failure to observe or report violations of the provisions of International Building Code, including but not limited to, the provisions of chapter 17, of the IBC, "Duties and Responsibilities of the Special Inspector;"
2. willful or negligent failure to provide inspection or testing services or maintain quality control measures in accordance with accepted industry standards;
3. willful or negligent failure to properly and effectively conform with the responsibilities inherent in the SIRP, including but not limited to, maintaining standards prescribed for initial registration and complying with requirements for registration renewal;
4. willful or negligent misrepresentation of, including but not limited to, qualifications for initial or renewal registration and agency or agency personnel inspection or testing qualifications or registrations;
5. fraudulent or illegal practices or conduct.

After due process, an agency and/or its key personnel registration may be revoked after:

1. failure to abide by suspension reinstatement terms;
2. repeated suspensions; and/or,
3. flagrant and/or extreme disregard for any one or more of the reasons for suspension listed above.

In the event of agency or key personnel registration suspension, non renewal or revocation action, the agency technical director will be apprised of their due process opportunities.

Suspension

After due process, an agency and/or its key personnel registration may be suspended or not renewed upon confirmation of allegations of:

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1. willful or negligent failure to observe or report violations of the provisions of International Building Code, including but not limited to, the provisions of chapter 17, of the IBC, "Duties and Responsibilities of the Special Inspector;"
2. willful or negligent failure to provide inspection or testing services or maintain quality control measures in accordance with accepted industry standards;
3. willful or negligent failure to properly and effectively conform with the responsibilities inherent in the SIRP, including but not limited to, maintaining standards prescribed for initial registration and complying with requirements for registration renewal;
4. willful or negligent misrepresentation of, including but not limited to, qualifications for initial or renewal registration and agency or agency personnel inspection or testing qualifications or registrations;
5. fraudulent or illegal practices or conduct.

Upon receipt of written and signed allegations that an agency or any of its key personnel or special inspectors may be in violation of any of the above items, a fact finding inquiry may be initiated.

Prior to initiation of any fact finding inquiry, the technical director of the agency in question shall be informed in writing of the allegations and the intent to initiate a fact finding inquiry.

If the results of a fact finding inquiry appear to warrant consideration of suspension action, the technical director will be advised that such action is being considered along with the due process opportunities available to the agency.

If, after due process, suspension is determined to be the appropriate action, the technical director will be informed in writing of:

1. the contemplated suspension action;
2. the timing of such contemplated action
3. the reasons for the contemplated action;
4. the terms and conditions for reinstatement of registration; and,
5. the challenge and appeal opportunities.

WABO may publish notification of a suspension.

Revocation

After due process, an agency and/or its key personnel registration may be revoked after:

1. failure to abide by terms and conditions for reinstatement of registration;
2. repeated suspensions; and/or,
3. flagrant disregard for any one or more of the reasons for suspension.

In the event revocation action is contemplated, the technical director will be advised that such action is being considered along with the due process opportunities available to the agency.

If, after due process, revocation is determined to be the appropriate action, the technical director will be informed in writing of:

1. the contemplated revocation action;
2. the timing of such contemplated action
3. the reasons for the contemplated action;
4. whether or not reinstatement of registration is an option and, if so, the terms and conditions for reinstatement of registration; and
5. the challenge and appeal opportunities.

WABO may publish notification of a revocation.

Registration Suspension, Non renewal & Revocation
Bulletin No. R94-05
BP:nds
created 1/1/94
revised 10/5/95
JC:skc
revised 7/1/98



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
SPECIAL INSPECTION REGISTRATION PROGRAM

REGISTRATION BOARD POSITION

Washington Association of Building Officials (WABO) approved a recommendation of the Special Inspection Registration Program (SIRP) Board regarding expansion of the board to include additional industry representatives. The following was approved:

1. the composition of the SIRP Board will be expanded to include three industry representatives
2. industry representatives on the SIRP Board will be technical directors of WABO registered agencies
3. industry representatives on the SIRP Board will be non-voting members of the board
4. industry representatives on the SIRP Board will be appointed for two year terms (with the initial appointments, half will be appointed for one year)
5. appointment of approved industry representatives will be ratified by the WABO President from recommendations provided by the SIRP Board
6. selection of the industry representatives to be recommended to the WABO President shall be in accordance with procedures prescribed by the SIRP Board.

One industry representative shall be sought from each of the following organizations:

1. NWCEL
2. ORCEL
3. Eastern WA SIRP Representative

The appointments will be for a one year term initially and two years thereafter.

Registration Board Position - Bulletin R96-01
created 3/12/96
JC:skc
revised 12/15/98
revised 10/19/01

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

AGENCY REGISTRATION MAINTENANCE

The purpose of this bulletin is to describe WABO policy and procedures regarding agency, agency key personnel and special inspector registration maintenance.

POLICY STATEMENT

A WABO Special Inspection Agency Certificate of Registration is valid for three years. To maintain registration during any three year period it is expected that the agency and its personnel shall:

1. properly and effectively conform with the responsibilities inherent in the SIRP, including but not limited to, maintaining standards prescribed for initial registration e.g. national inspection and/or accreditation in accordance with requirements of ASTM Specification E329 as prescribed by WABO; WABO registered key and inspector personnel; WABO approved quality assurance practices; and, equipment calibration procedures and testing practices in accordance with acceptable national standards, as well as, complying with any requirements for registration maintenance and renewal;
2. observe or report violations of the provisions of the International Building Code;
3. provide inspection and/or testing services and maintain quality control measures in accordance with accepted industry national standards;
4. accurately represent, including but not limited to, qualifications for initial or renewal registration of an agency; agency key personnel; or inspection and testing qualifications or registrations;
5. not condone or participate in fraudulent or illegal practices or conduct.

PROCEDURE

A method of confirming that agencies and/or agency key personnel are properly and effectively conforming with the responsibilities inherent in the SIRP, including but not limited to, maintaining standards prescribed for initial registration, is to survey agency technical directors utilizing the Registration Maintenance Checklist.

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Agencies and/or agency key personnel that are not able to demonstrate evidence of meeting the above conditions to maintain registration shall be notified in writing that they are not in compliance.

Failure to submit evidence of meeting the required condition(s), as prescribed herein, shall result in suspension of the agency and/or agency key personnel registration. An agency so notified shall also be provided with a copy of the policies and procedure pertaining to SIRP registration suspensions and revocations. Refer to WABO Bulletin No. 94-05, as amended.

AGENCY REGISTRATION MAINTENANCE CHECKLIST - NEXT PAGE

Agency Registration Maintenance
Bulletin No. R96-03
BP:nds
Created: 3/12/96
Revised: 8/1/96
Revised: 11/7/96
JC:skc
Revised 5/15/98
Revised 2/04/00
Revised 5/14/07

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SPECIAL INSPECTION REGISTRATION PROGRAM (Attachment)

Registration Maintenance Checklist

Directions: Technical directors are required to check the appropriate boxes below and return the signed form (with any requested documentation) within thirty (30) days of receipt of this form. Failure to return the completed form and/or continue to meet the prerequisites for agency registration may impact maintenance of an agency's registration. Mail completed forms to:
WABO PO BOX 7310 OLYMPIA WA 98507-7310

National Accreditation or Certification

Our agency's national accreditation or certification **has** changed since our registration was initially issued or last renewed.
(attach a copy of current accreditation or certification documentation)

Our agency's national accreditation or certification **has not** changed since our registration was initially issued or last renewed.

Key Personnel

Our agency's key personnel (technical director, supervising laboratory technician or special inspection field supervisor) **have** changed and WABO **has not been** notified since our registration was initially issued or last renewed.
(attach a listing of current full-time employee key personnel)

Our agency's key personnel (technical director, supervising laboratory technician or special inspection field supervisor) **have not** changed since our registration was initially issued or last renewed.

Quality Assurance Practices

Our agency's quality control or assurance practices **have** changed since our registration was initially issued or last renewed.
(provide written changes in quality control or assurance practices)

Our agency's quality control or assurance practices **have not** changed since our registration was initially issued or last renewed.

Equipment & Testing

Our agency equipment calibration procedures and practices **are** traceable and are being performed at frequencies set forth in national standards. Testing practices are in accordance with accepted national standards.

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_____ Our agency equipment calibration procedures and practices **are not** traceable and not being performed at frequencies set forth in national standards. Testing practices are not in accordance with accepted national standards.

Agency Name

Location

Technical Director Signature

Date



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SPECIAL INSPECTION REGISTRATION PROGRAM

AGENCY REGISTRATION RECERTIFICATION

(Application forms are a part of this bulletin)

When the WABO Special Inspection Registration Program (SIRP) was inaugurated, agencies applying for registration in the program were informed that continued registration in the program would be subject to a renewal process every three years. An agency's facilities and operations may undergo a number of changes over a period of three years. WABO has a responsibility to the local jurisdictions in the state to confirm that the qualifications and practices of all agencies registered in the SIRP continue to meet the criteria prescribed in WABO Standard No. 1701.

As prescribed in WABO Standard No. 1701, agencies renewing their registration will be required to submit a modified version of their original submittal information and undergo a facilities re-inspection.

Agency Registration Recertification notification and Agency Registration Renewal Application form will be mailed to agency technical directors six (6) months prior to the date the agency's registration expires. Completed Agency Registration Renewal Application form and accompanying documentation should be submitted to the WABO office at least four (4) months prior to the date the agency's registration expires. It will be WABO's goal to have application submittal materials reviewed and any deficiencies reconciled at least two (2) months prior to the date the agency's registration expires. Agency audit/surveys and reconciliation of any deficiencies will then be completed during the remaining two (2) month period prior to the date the agency's registration expires.

Agency registration renewal fees include the prescribed fees found in WABO Standard No. 1701, Appendix E. Additional time for deficiency processing in connection with either an application or an audit/survey will be charged at the prevailing hourly rate. Additional follow-up audit/surveys will also be charged at the prevailing hourly rate, plus travel-related expenses.

An agency may initiate the registration renewal process earlier than prescribed on the schedule herein; however, an audit/survey of the agency facilities cannot be conducted more than six months prior to the agency's registration expiration date.

In the event there are any minor deficiency reconciliation issues remaining at the time an agency registration expires, consideration may be given to the efforts demonstrated by the agency to comply with the time lines herein for the renewal process. Failure to comply with the time lines herein, however, may result in the imposition of registration fee surcharges and or suspension or withdrawal of registration.

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

AGENCY
REGISTRATION RENEWAL
APPLICATION FORM

(due 120 days prior to the date the agency's registration expires)

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES.

MAIL THE ORIGINAL AND ONE COPY OF THE COMPLETED APPLICATION FORM AND SUPPLEMENTAL DOCUMENTATION TO: WABO PO BOX 7310 OLYMPIA WA 98507-7310.

APPLICATION FEE: \$300. MAKE CHECKS PAYABLE TO: WABO

After review of the submittal materials, the agency technical director 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 Agency Inspection Checklist in WABO Standard No. 1701, Appendix B.

1. Agency Information

1.1 Agency Name

1.2 Agency Technical Director Name

Phone No. () - FAX Phone No. () -

E-Mail:

1.3 Agency Address (no. and street)

(city) (state) (zip)

2. Type(s) Of Work Agency Is Renewing

2.1 Check each type of work the agency is renewing below:

- Reinforced Concrete
Prestressed Concrete*
Shotcrete*
Structural Masonry
Structural Steel & Bolting
Structural Welding
Structural Steel and Welding (includes high strength bolting)
Spray-applied Fire-resistive Materials
Lateral Wood
Lateral Framing
Proprietary Anchors

*(Reinforced Concrete registration is a prerequisite for obtaining this agency registration)

3. Registration Renewal Authorization

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 special inspection agency.

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 agency technical director)

(date)

4. Registration Renewal Supplemental Documentation

We encourage you to submit your renewal documentation on CD if possible.

(The cost to review an application submittal and any follow-up deficiency response submittals is solely dependent upon the amount of time it takes. So, the more thorough and better organized the submittal-the more money you save!)

4.1 Accreditation

(refer to SIRP Bulletin 93-05)

4.1.1 Provide a copy of documentation of the agency's current national accreditation or inspection report from an acceptable accrediting or inspecting authority.

4.2 Personnel Information

(check the appropriate response)

4.2.1 Provide evidence, in the form of copies of certificates of registration, that the agency's key personnel (technical director, supervising laboratory technician(s), and special inspector field supervisor(s)) are all currently registered with WABO.

4.2.2 Provide a list of all agency inspectors. (Please include all inspectors whether registered with WABO or not.)

4.2.3 Provide a description of the agency's personnel training program and practices.

4.3 Testing Services

(refer to WABO SIRP Bulletin 93-06)

4.3.1 Provide a list of all testing services conducted solely by the agency without the assistance of external source(s)

4.3.2 Provide a list of all testing services conducted with assistance of external source(s)-include external source(s) names, addresses, telephone numbers and key contact names

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4.4 Equipment Information

4.4.1 Provide a list of fixed and mobile test and field inspection equipment the agency owns and has on-site

4.4.2 Provide a list of fixed and mobile test and field inspection equipment the agency depends on external sources for-include external source(s) names, addresses, telephone numbers and key contact names

4.4.3 Provide a description of agency owned equipment calibration practices and procedures along with samples of relevant record keeping documents.

(All calibrations shall be traceable to the National Bureau of Standards and calibrations shall be performed at frequencies as set forth in national standards. If a standard test method requires equipment calibration for which a frequency is not specified, then the laboratory shall establish a frequency not less than one year.)

4.4.4 Provide a description of how the agency deals with equipment that is out of calibration.

5. Test and Inspection Procedures

(refer to enclosed WABO SIRP Bulletin 93-07.)

5.1 Provide a description of field inspection, testing and recording procedures with samples of relevant forms

(Include descriptions for each type of work.)

5.2 Provide a description of laboratory handling, conditioning, storage testing and recording procedures-including appropriate ASTM and UBC references-with samples of relevant forms.

(Include descriptions for each type of work.)

6. Discrepancies and Final Reports

6.1 Provide a description of procedures used for handling and reporting discrepancies referenced in the IBC, Section 1701.3- with copies of relevant forms and/or samples.

6.2 Provide a description of procedures used for processing final reports as prescribed in the IBC, Section 1701.3-with copies of relevant forms and/or samples.

7. Quality Assurance

7.1 Provide a copy of the agency quality assurance manual or the equivalent.

8. Provide a description of the lab's procedures for Field Testing Labs.

revised 7/3/08

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL REGISTRATION RENEWAL

When the WABO Special Inspection Registration Program (SIRP) was inaugurated, agencies applying registration in the program were advised that registration for key personnel in the program would be valid for one year.

Agencies will be expected to renew a key person's registration annually by documenting his/her valid ICC and/or WABO certification, if appropriate, and payment of the current annual renewal fee.

(Note: refer to WABO SIRP Bulletin 93-02)

Failure to renew any type of work represented on a certificate of registration prior to the expiration date may result in elimination from agency's register, loss of certification for that type of work from the certificate of registration, and possibly have an adverse impact on the agency's registration.

(For information pertaining to reinstatement of an expired certificate of registration refer to WABO SIRP Bulletin 93-08)

Key Personnel Registration Renewal
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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

KEY PERSONNEL CHANGE OR VACANCY NOTIFICATION

The 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.

Key Personnel Change or Vacancy Notification
Bulletin No. 96-07
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created 3/18/98
JC:skc
revised 7/1/98
revised 5/22/07

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SPECIAL INSPECTION REGISTRATION PROGRAM

PLACEMENT INSPECTOR CLASSIFICATION

(Application form is part of this bulletin)

1. RESPONSIBILITIES AND DUTIES

- 1.1 Conduct field concrete testing on non-complex structures. Placement of concrete into elements such as footings, walls, slab on-grade and slabs on metal deck, drilled piers, caissons and tilt-up walls in which the reinforcing steel (and other embedded structural elements such as anchor bolts, deck welding, welded studs and expansion anchors) has been previously inspected by a WABO Reinforced concrete Inspector. Does not include independent monitoring of high strength concrete 6,000 psi or greater, or complex structures such as post-tension decks, reinforced concrete decks, special moment resisting concrete frames or other structures deemed to be complex by the building official unless under direct supervision of a WABO Reinforced Concrete Inspector. Placement Inspectors may also perform batch plant inspection.

2. QUALIFICATIONS:

- 2.1 ACI Concrete Field Testing Technician – Grade 1 Certification; and
- 2.2 Employed and sponsored by WABO Special Inspection registered agency; and
- 2.3 80 hours of documented field experience working under direct supervision of a WABO Reinforced Concrete Inspector (Field Experience Documentation Form available at www.wabo.org). Experience must document a minimum of 10 hours for each of the following structural elements:
 - 2.3.1 footings
 - 2.3.2 walls
 - 2.3.2 slabs
 - 2.3.4 columnsExperience may be documented for two or more structural elements simultaneously; and
- 2.4 Two (2) batch plant orientation visits with a WABO Reinforced Concrete Inspector; and
- 2.5 Successful completion of a minimum of 18 hours of classroom training.
- 2.6 Classroom training will be provided by a prequalified Inspector Training Program. A curriculum of the program shall be submitted and approved by the WABO SIRP Board.
 - 2.6.1 Training shall include:

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- 2.6.1.1 Review of ASTM Standards C-31, C-138, C-143, C-172, C-173, C-231, and C-1064;
 - 2.6.1.2 Cold and hot weather concrete practices;
 - 2.6.1.3 Review guidelines on reinforcing steel placement and procedures;
 - 2.6.1.4 Discussion of typical field problems and how to address them;
 - 2.6.1.5 Building code requirement (i.e. minimum cement contents, reinforcing steel placement requirements, etc.);
 - 2.6.1.6 Review of job site procedures (i.e. verification of proper concrete delivery, consolidation, slump requirement additives, etc.);
 - 2.6.1.7 Concrete batch plant procedures: Calculation of water-cement ratios, moisture corrections, batch weights and plant procedures;
 - 2.6.1.8 Concrete placement issues specific to footing, walls, slabs, drilled piers and caissons;
 - 2.6.1.9 Review of the WABO SIRP Program;
 - 2.6.1.10 Review of applicable Building Code References.
- 2.6.2 Successful completion of the training program requires attendance at 80% of the classes and a minimum passing score of 75% on the final written exam.

3. REGISTRATION PROCEDURE

- 3.1 To be registered as a PLACEMENT INSPECTOR, individuals must submit the following documents:
 - 3.1.1 Placement inspector application (attached); and
 - 3.1.2 Current ACI Concrete Field Testing Technician – Grade Certification; and
 - 3.1.3 Certificate indicating successful completion of 18 hours of classroom training; and
 - 3.1.4 Letter of recommendation from a WABO Special Inspection registered agency, signed by the agency technical director; and
 - 3.1.5 Documentation of 80 hours of field experience and batch plant orientation visits (form attached); and
 - 3.1.6 Registration Application fee.

4. REGISTRATION ISSUANCE AND RENEWAL

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- 4.1 Placement inspector certificates of registration are issued for a one year period and continue to be valid as long as they are renewed annually.
 - 4.2 WABO will assign the registration expiration date.
 - 4.3 Failure to renew a placement inspector certificate prior to certificate expiration date may result in loss of the certificate.
5. REGISTRATION EXPIRATION AND REINSTATEMENT
- 5.1 An individual's registration that has not been renewed annually prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:
 - 5.1.1 an application is submitted on a prescribed "Reinstatement Registrant" form; and
 - 5.1.2 an application is accompanied by the prescribed application fee; and
 - 5.1.3 an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate; and
 - 5.1.4 an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process; and
 - 5.1.5 an application will not be accepted from an inspector who has had a registration suspended or withdrawn.
6. REGISTRATION "VESTING"
- 6.1 Once an individual's registration fee has been paid for a year, whether the individual is with a "Pending" or "Registered" agency, the individual's eligibility for registration will be vested until the individual's registration expires or there is a reason to revoke said registration.
7. REGISTRATION CARD
- 7.1 Individuals holding a Certificate of Registration card should note that it states on their card that "the card is the property of WABO." The card is provided to serve as identification, if such is requested on a job site. The card is to be kept in the possession of the individual.
8. REGISTRATION REVOCATION
- 8.1 Cause(s) for revocation of a registration or certification shall be determined by the WABO SIRP board. One such cause is misrepresentation of an individual's registration or certification in the SIRP e.g. using a card when the individual is not in the employ of a registered agency; using another registrant's card; inspecting types of work without valid certification, et al.

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

PLACEMENT INSPECTOR
APPLICATION FORM

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

MAIL THE **ORIGINAL** COMPLETE APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.

APPLICATION FEE: \$45.00. MAKE CHECKS PAYABLE TO WABO

1. Applicant Information

1.1 Applicant Name: _____
(last) (first) M.I.)

1.2 Home Address: _____

(City, State and Zip Code)

Home Phone No. (_____) _____ E-Mail _____

1.3 Are you 18 years of age or older? _____ (Yes) _____ (No)

1.4 Have you ever been convicted of a felony? _____ (Yes) _____ (No)
(Note: A conviction will not necessarily bar you from registration.)

1.5 Agency Employer Name: _____

Agency Location: _____ Agency Phone No. (_____) _____

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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2. Qualification Documentation for Placement Inspector Applicants

In addition to the **Placement Inspector Application Form**, submit the following qualification documentation:

2.1 Letter of Recommendation

Letter should be from an official with a registered WABO Special Inspection Agency; and

2.2 Inspector Certificates

Legible copy of an unexpired ACI Concrete Field Testing Technician – Grade 1 Certificate; and

2.3 Other Certificates, Registrations or Licenses

A legible photo copy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application; (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree, diplomas, etc.); and

2.4 Fees

Payment of prescribed application fee(s).



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**WABO/ OBOA
SPECIAL INSPECTOR RECIPROCITY AGREEMENT**

Washington Association of Building Officials and Oregon Building Officials Association have entered into an official agreement relating to Special Inspectors. This agreement provides reciprocity to Special Inspectors registered by either WABO or OBOA in inspection categories for which they are registered. This agreement does not include Special Inspection Agencies.

The WABO program requires a Special Inspector to be employed by a WABO registered agency in order to perform special inspections. Under this agreement, an inspector holding either a current WABO or OBOA registration certification card, and working for a WABO registered agency, also registered in the category of work being performed, would be acceptable.

This Agreement was approved by the WABO membership at the June 2004 Regular Business Meeting. The Agreement is the result of diligent work by both organizations and the special inspection industry of Washington and Oregon in their dedication to provide highly qualified individuals in this important field of quality assurance and building safety.

ADMINISTRATION REQUIREMENTS

OBOA special inspectors meeting the intent of this Agreement and the WABO Special Inspection Registration Program will NOT be required to also obtain a WABO registration certification.

IMPLEMENTATION

This Agreement is effective immediately. WABO will provide wide dissemination of this Agreement to Washington State jurisdictions and WABO approved special inspection agencies via regular first class mail and posting on the WABO web page.

WABO/ OBOA SPECIAL INSPECTOR RECIPROCITY AGREEMENT

Bulletin No. R04-01

Gary Pedersen, C. B. O., Technical Services Director

Created: 8/2004

JC.skc

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SPECIAL INSPECTION REGISTRATION PROGRAM

Seismic Resistance Special Inspector Certification

The seismic force resisting system may be constructed with masonry, concrete, structural steel, structural wood, cold formed steel and other materials. The Seismic Resistance Special Inspector Certification category will satisfy the special inspection requirements in the 2006 International Building Code (IBC) Section 1707. This category may have various endorsements to be addressed throughout the development process. The first endorsement will be titled Proprietary Anchor Inspector.

The Proprietary Anchor Inspector may be a) a WABO registered Special Inspector in any category excluding Concrete Placement and meet the requirements of 2.1 or b) an entry level inspector meeting the requirements of 2.2. Inspectors who obtain this endorsement are required to work under the supervision of a WABO registered Special Inspection Agency.

Proprietary Anchors include drilled anchors, connectors or hangers in concrete and masonry, or anchors and hangers attached to steel, cold formed steel or wood as specified in the approved construction documents to support architectural and structural components or mechanical or electrical equipment,

Proprietary Anchor Inspector Classification

1. RESPONSIBILITIES AND DUTIES

Conduct proprietary anchor inspection in accordance with the applicable evaluation report from a Nationally recognized Evaluation Agency (ie. National Evaluation Service, ICC Evaluation Service, etc).

Duties include:

Review the evaluation report on the proprietary anchors and become versed on the installation and inspection requirements. Verify that the anchors are as specified, and that the manufacturer's identification for the anchors used conforms to the approved permit documents and evaluation report. Verify that the minimum embedment depth of the anchors conforms to the approved permit documents. Verify that the installation of the anchors conforms to the approved permit documents, manufacturer's installation instructions, and evaluation reports. Verify the expiration dates of products (i.e. epoxy). Record the evaluation report number and the name of the product on the inspection report.

2. QUALIFICATIONS

2.1 A registered WABO/OBOA Special Inspector in any category excluding Concrete Placement employed and sponsored by a WABO Special Inspection registered agency and has demonstrated competence to inspect proprietary anchor systems.

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- 2.1.2 Successful completion of an 8 hr Proprietary Anchor class. The Instructor and curriculum shall be submitted and pre-approved by the WABO SIRP Board.
- 2.2 An entry level Inspector employed and sponsored by a WABO Special Inspection registered agency and has demonstrated competence to inspect proprietary anchor systems; and
 - 2.2.1 Successful completion of twenty (20) hours of documented field experience inspecting mechanical and adhesive anchors into concrete/masonry working under direct supervision of a WABO Special Inspector trained in the inspection of proprietary anchors.
 - 2.2.2 Successful completion of an 8 hr Proprietary Anchor class. The Instructor and curriculum shall be approved by WABO.
 - 2.2.3 A minimum of four (4) hours of Plan Reading training. The Instructor and curriculum shall be approved by WABO.
- 3. REGISTRATION PROCEDURE
 - 3.1 To be registered as a PROPRIETARY ANCHOR INSPECTOR, individuals must follow the registration procedures outlined in Section 8 of WABO Standard 1701. With successful completion of the criteria listed above, no interview will be required.
 - 3.2 Certificate indicating successful completion of Proprietary Anchor Class.
 - 3.3 Entry level Inspectors must also submit documentation of Plan Reading Training and 20 hours of field experience.
- 4. REGISTRATION ISSUANCE AND RENEWAL
 - 4.1 Inspector certificates of registration are issued for a one year period and continue to be valid as long as they are renewed annually.
 - 4.2 WABO will assign the registration expiration date.
 - 4.3 Failure to renew an inspector certificate prior to certificate expiration date may result in loss of the certificate.
- 5. REGISTRATION EXPIRATION AND REINSTATEMENT
 - 5.1 An individual's registration that has not been renewed annually prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:
 - 5.1.1 an application is submitted on a prescribed "Reinstatement Registrant" form; and
 - 5.1.2 an application is accompanied by the prescribed application fee; and
 - 5.1.3 an application and prescribed fee are received in the WABO office within 60 calendar days after the expiration of a Certificate; and

- 5.1.4 an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process; and
- 5.1.5 an application will not be accepted from an inspector who has had a registration suspended or withdrawn.

6. REGISTRATION “VESTING”

- 6.1 Once an individual’s registration fee has been paid for a year, whether the individual is with a “Pending” or “Registered” agency, the individual’s eligibility for registration will be vested until the individual’s registration expires or there is a reason to revoke said registration.

7. REGISTRATION CARD

- 7.1 Individuals holding a Certificate of Registration card should note that it states on their card that “the card is the property of WABO.” The card is provided to serve as identification, if such is requested on a job site. The card is to be kept in the possession of the individual.

8. REGISTRATION REVOCATION

- 8.1 Cause(s) for revocation of a registration or certification shall be determined by the WABO SIRP board. One such cause is misrepresentation of an individual’s registration or certification in the SIRP e.g. using a card when the individual is not in the employ of a registered agency; using another registrant’s card; inspecting types of work without valid certification, et al.



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

SEISMIC RESISTANCE SPECIAL INSPECTOR APPLICATION FORM

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

MAIL THE **ORIGINAL** COMPLETE APPLICATION, LETTER OF RECOMMENDATION, AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310.**

APPLICATION FEE: \$125.00. MAKE CHECKS PAYABLE TO WABO

1. Applicant Information

1.1 Applicant Name: _____
(last) (first) (M.I.)

1.2 Home Address: _____

(City, State and Zip Code)

Home Phone No. (_____) _____ E-Mail _____

1.3 Are you 18 years of age or older? _____ (Yes) _____ (No)

1.4 Have you ever been convicted of a felony? _____ (Yes) _____ (No)
(Note: A conviction will not necessarily bar you from registration.)

1.6 Agency Employer Name: _____

Agency Location: _____ Agency Phone No. (_____) _____

1.6 Please specify which endorsement you are applying for: Proprietary Anchor _____

2. Information Accuracy Certification and Inquiry Consent

I certify that all statements, answers and information given as part of 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 special inspector.

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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3. **Qualification Documentation for Seismic Resistance Special Inspector Applicants**

In addition to the **Seismic Resistance Special Inspector Application Form**, submit the following qualification documentation:

2.1 Letter of Recommendation

Letter should be from an official with a registered WABO Special Inspection Agency; and

2.2 Other Certificates, Registrations or Licenses

A legible photo copy of other unexpired certifications, registrations and licenses the applicant believes to be pertinent to the application; (i.e. apprenticeship program completion documentation, certification certificates, registration certificates, degree, diplomas, etc.); and

2.3 Fees

Payment of prescribed application fee(s).



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTOR CERTIFICATION PROGRAM

**RECIPROCAL and/or SHOTCRETE
CERTIFICATION PROGRAM**

ANNOUNCEMENT

After three years in development, the Washington Association of Building Officials membership approved the implementation of a WABO Special Inspector Certification Program (SICP) in January 1993.

This program should contribute to greater uniformity and consistency throughout the state with regard to building official determination of the competency of special inspectors. It is also intended to provide special inspection organizations and inspectors with a means to demonstrate competency in the types of work where special inspection is called for in the Uniform Building Code. At the same time, it is intended to provide owners, design professionals, contractors and building officials with the knowledge that an organization and inspector meet the competency requirements of the Uniform Building Code.

With the inauguration of this program, the state of Washington has become the first state in the nation with a comprehensive state-wide certification program for special inspectors.

Certification Program Announcement
Bulletin No. C93-01
BP:nds
created 5/1/93
JC:skc
revised 7/1/98

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTOR CERTIFICATION PROGRAM

RECIPROCAL and/or SHOTCRETE SPECIAL INSPECTOR CERTIFICATION

(Application forms are a part of this bulletin)

BACKGROUND

Prior to January 1, 1994, two cities in the region and one county had special inspector certification programs. With the objective of promoting uniformity and the support of those local jurisdictions with special inspector certification programs and representatives of the special inspection industry in the region, WABO developed and inaugurated a region-wide WABO Special Inspector Certification Program (SICP).

CITY/COUNTY CERTIFICATION CONVERSION PROGRAM

Individuals holding valid Portland, Seattle and Spokane County certificates, as of September 1, 1993, to perform special inspection in reinforced concrete, prestressed concrete, structural masonry, shotcrete, structural steel/welding, and/or spray applied fireproofing were given until December 31, 1993 to voluntarily convert their city certification to certification in the WABO Special Inspector Certification Program (SICP) as a WABO Special Inspector

SHOTCRETE CERTIFICATION

In addition to the certification conversion program, a testing program was developed for individuals who had not previously qualified in the shotcrete type of work under a city or county certification program but wanted to do so. Such individuals as also identified as a WABO Special Inspector in the SICP.

CERTIFICATION ISSUANCE AND RENEWAL

A WABO Special Inspector certificates are valid for a specified three year period. A certificate may be renewed for subsequent, consecutive three year periods, as long as it is renewed as prescribed.

WABO will assign an expiration date to a certificate which will remain constant regardless of whether or not any additional types to work are added to the certificate.

Failure to renew any type of work represented on a certificate prior to the certificate expiration date may result in elimination of that type of work from the certificate.

Failure to renew a certificate prior to the certificate expiration date may result in loss of the certificate.

CERTIFICATION EXPIRATION AND REINSTATEMENT

An individual's certification that has not been renewed prior to a prescribed expiration date may be deemed expired and may be reinstated in accordance with the following guidelines:

1. an application is submitted on a prescribed Reinstatement Registrant form;
2. an application is accompanied by the prescribed application fee;
3. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate;
4. an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process; and,
5. an application will not be accepted from an inspector who has had a certification suspended or withdrawn.

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CERTIFICATION CARD

Individuals holding a WABO Special Inspector certificate card should note that it states on their card that the card is the property of WABO. The card is provided to serve as documentation of certification with SIRP registered laboratories and not confirmation of special inspector registration on a job site. The card should be kept in the possession of the individual.

LOST CERTIFICATION

Certifications which have been lost require replacement. To obtain a replacement certificate, submit a signed and dated letter request to WABO indicating brief circumstances surrounding the loss and include the appropriate replacement fee. Refer to Bulletin No. R-93-02

CERTIFICATION REVOCATION

Cause(s) for revocation of a certificate shall be determined by the SIRP board. One such cause is misrepresentation of an individual's SICP certification (or SIRP registration) e.g. inspecting types of work without valid certification; using another's certification card; using a registration card when the individual is not in the employ of a registered agency; using a another registrants card; et al.

Special Inspector Certification
Bulletin No. 93-06
BP:nds
created 12/10/93
revised 1/1/94
revised 4/1/94
revised 5/1/94
revised 9/1/94
revised 4/1/96
JC:skc
revised 7/1/98

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION CERTIFICATION PROGRAM

INSPECTOR CERTIFICATION REINSTATEMENT APPLICATION FORM

RECIPROCAL, SHOTCRETE, LATERAL WOOD and/or LATERAL FRAMING

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

MAIL THE **ORIGINAL** COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310**

***NOTE:** APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.*

APPLICATION FEE: \$45 FOR EACH TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM.

MAKE CHECKS PAYABLE TO: WABO

REINSTATEMENT REGISTRANT

Individuals failing to renew their inspector registrations prior to the assigned expiration date may apply for reinstatement of their registration, if:

1. their employing agency is a WABO Special Inspection Program registered agency (or has an application on file at WABO);
2. an application is submitted on a prescribed Reinstatement Registrant form;
3. an application is accompanied by the prescribed application fee;
4. an application is accompanied by the expired inspectors registration;
5. an application is accompanied by an unexpired WABO certificates for types of work to be reinstated;
6. an application and prescribed fee are received in the WABO office within 60 calendar days of the expiration of a Certificate of Registration;
7. an application must include an acceptable explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process;
8. an application will not be accepted from an inspector who has had a registration suspended or withdrawn.

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS



SPECIAL INSPECTION CERTIFICATION PROGRAM

RECIPROCAL, SHOTCRETE, LATERAL WOOD and/or LATERAL FRAMING

**INSPECTOR CERTIFICATION
REINSTATEMENT APPLICATION FORM**

1. Applicant Information

1.1 Applicant Name: _____
(last) (first) (M.I.)

1.2 Home Address: _____

(City State and Zip)

Home Phone (_____) _____ E-Mail: _____

1.3 Agency Employer Name: _____

Agency Location: _____

Agency Phone No. (_____) _____

2. Type(s) of Work For Which Applicant Is Seeking Registration

Inspectors may reinstate an expired certification, as provided for in this bulletin, for only those types of work appearing on the expired certificate. Check each type of work the inspector is applying for below:

- | | |
|--|---|
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Structural Steel and Welding |
| <input type="checkbox"/> Prestressed Concrete* | (includes high strength bolting) |
| <input type="checkbox"/> Shotcrete* | <input type="checkbox"/> Spray-applied Fire-resistive Materials |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Lateral Wood |
| | <input type="checkbox"/> Lateral Framing |

*(Reinforced Concrete registration is a prerequisite for obtaining this **inspector registration**)

3. Explanation(s) of why the expired card was not renewed in a timely manner during the normal renewal process. (If additional space is needed, attach supplemental sheets.)

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4. 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 special inspector.

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)

Applicant Qualification Documentation

Submit the following applicant qualification documentation:

1. **Expired Certificate of Registration**
(The inspectors current WABO Special Inspection Inspector Certificate of Registration)
2. **Fees**
Payment of application fee(s), as prescribed.



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION CERTIFICATION PROGRAM

**RECIPROCAL and/or SHOTCRETE
Special Inspector Shotcrete
Registration and Examination Information**

REGISTRATION INFORMATION

Special Inspection Registration Program

Effective in 1993 the Washington Association of Building Officials (WABO) introduced a Special Inspection Registration Program (SIRP) for companies and individuals offering to provide special inspection services. The program is designed around the philosophy that the special inspector referred to in the Uniform Building Code, is a quality control organization staffed with qualified management, supervisory, laboratory technician and field inspectors.

Shotcrete Applicant Registration Application

Special Inspectors who applied for Shotcrete registration prior to December 31, 1993 were granted Reciprocal registration. These registrants are listed in the Special Inspection Register as Registered Special Inspectors with a Shotcrete (SC) type of work. Special Inspectors granted reciprocal registration for Shotcrete will not be required to take the examination or be interviewed.

Special inspectors applying for Shotcrete registration after December 31, 1993 must submit:

1. Special Inspector Registrant Application Form; and
(refer Bulletin No. R-93-09)
2. Shotcrete Special Inspector Registration Examination Application Form; and,
(refer Bulletin No. C-95-01)
3. Applicable application fees.
4. Applicants are encouraged to submit the required application forms and fees simultaneously.

Shotcrete Applicant Examination Application

Applicants shall complete a Shotcrete Special Inspector Registration Examination Application form. A separate application is required for each examination applicant. (an examination application is attached to this bulletin)

Shotcrete Applicant Examination Fee

Shotcrete examination fee is \$100 per applicant. Examination fee must accompany the application form. Examination fees are nonrefundable and nontransferable.

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Shotcrete Applicant Examination and Interview Schedule

Applicants for the Shotcrete (SC) type of work are required to complete the examination and interview process. Applicants are required to successfully pass the exam, within six months from the date the application was received at WABO. Failure to meet the above requirement will deem the application void. Voided applications will require the submittal of an initial application; exam application and exam fee.

Examination Information

Shotcrete Examination Study Materials

The Shotcrete examination is based on provisions of the 1997 Uniform Building Code; Building Code Requirements for Reinforced Concrete (ACI Standard 318); Commentary (ACI 318R) Guide to Shotcrete (ACI 506R); Guide to Certification of Shotcrete Nozzle Men (ACI 506.3R); Specifications for Materials, Proportioning, and Application of Shotcrete (ACI 506.2).

Shotcrete Examination Photographic Identification

For admission to an examination, applicants will be required to provide some form of photographic identification e.g. drivers license or passport. (Note: A Social Security card has no photographic identification and will not serve as identification.) Examination proctors are instructed to admit only those applicants who provide positive identification.

Shotcrete Examination Day

Applicants arriving after an examination has begun may not be admitted. Applicants should allow up to two (2) hours at the examination site due to the time needed for proctors to properly process applicants, applicants to complete examinations and applicants to be interviewed-if interviews are conducted the day of the examination.

An examination proctor will coordinate applicant admittance to and dismissal from an examination session, provide instructions for applicants taking the examination and oversee the examination session.

Applicants should bring the following materials to the examination:

1. Photographic identification (required)
2. Two (No. 2) lead pencils (recommended)
3. Watch (recommended)

Shotcrete Examination Format

An examination format will be closed book. Loose papers, note pads or reference materials are not allowed in the examination room.

Shotcrete Examination Session Procedures and Regulations

The following regulations and procedures will be observed when an examination is administered:

1. An examination proctor will admit, excuse or dismiss applicants from an examination session.
(No additional time will be provided applicants for brief excused absences.)

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2. An examination proctor will provide instructions for applicants taking the examination and oversee the examination session.
3. Late arrivals may not be admitted, if the proctor determines admission would disrupt other applicants.
4. Only applicants, proctors and official monitors are permitted in an examination session.
5. Examination proctors may collect an applicant's examination materials and dismiss the applicant during an examination for any of the following reasons:
 - 5.1 giving or receiving assistance during an examination;
 - 5.2 attempting to remove materials or notes from the examination session;
 - 5.3 using reference materials;
 - 5.4 creating a disturbance.

Examination answer sheets of an applicant dismissed from an examination session by a proctor will not be scored and examination fees will not be refunded.

Shotcrete Examination Materials

Each applicant will be given an examination instructions sheet and an examination booklet. In addition to the examination instructions and booklet, the applicant will be given a separate examination answer sheet for marking examination question responses.

Shotcrete Examination Scoring and Results

After each examination, completed answer sheets are returned to the proctor for scoring at the examination site or at a later date, depending upon interview scheduling.

Strict procedures are followed to ensure scoring accuracy. A minimum score of 75% correct responses are required to pass an exam. Applicants passing an examination will receive only confirmation of passing and applicants failing the examination will receive confirmation of failing and, if requested, may obtain their percentage score.

The Washington Association of Building Officials reserves the right to cancel or withhold examination scores if, in its sole opinion, there is adequate reason to question the validity of the examination. Cancellation or withholding of scores may occur as the result of:

1. suspected misconduct such as giving or receiving help on an examination; using unauthorized reference materials; removing examination materials or notes from an examination room; or attempting to take an examination for someone else; and (In such circumstances, applicants will be expected to cooperate in any investigation. Such applicants will be notified of procedures approved by the Washington Association of Building Officials to ensure fair treatment, including the possibility of a makeup examination for the applicant(s) concerned.)

2. questions about examination scores beyond the applicant's control, such as faulty examination materials, mistiming, et al. (These situations will be investigated and when such occurrences result in cancellation of an applicant's score, the Washington Association of Building Officials will arrange for a makeup examination for the applicants concerned.)

Shotcrete Applicant Examination Retake Application

Applicants who do not pass an examination and wish to retake it are required to complete a new Shotcrete Special Inspector Registration Examination Application and return it with the required nonrefundable and nontransferable examination fee. A retake exam will not be scheduled earlier than 30 days following an unsuccessful examination.

Shotcrete Examination Administration Comments

Applicants with questions or comments about such things as the examination site facilities, examination proctoring or any other matter related to the examination program should write to the Washington Association of Building Officials office. Applicants should include the date and location of the examination and their complete name and address along with any comments.

Additional Information

For additional information regarding the registration program or examination application, contact the Washington Association of Building Officials office.

Registration Disclaimer

The Washington Association of Building Officials **Special Inspection Registration Program** is based on voluntary participation. It carries no guarantee that registration will be accepted or recognized by a government jurisdiction.

SPECIAL INSPECTOR SHOTCRETE REGISTRATION AND EXAMINATION INFORMATION
Bulletin No. C95-01
BP:nds
created 3/15/95
revised 3/20/95
revised 5/24/95
revised 6/20/95
JC:skc
revised 7/1/98

SHOTCRETE EXAMINATION APPLICATION - NEXT PAGE

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**Shotcrete
Special Inspector Registration
Examination Application**

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO: WABO PO BOX 7310 OLYMPIA WA 98507-7310.

APPLICATION FEE:

\$100 FOR EACH TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM.

MAKE CHECKS PAYABLE TO : WABO

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY A LETTER OF RECOMMENDATION FROM THE AGENCY.

1. Applicant Information

1.1 Applicant Name _____
(last) (first) (M.I.)

1.2 Home Address _____

(City State and Zip)

Home Phone No. (_____) _____

1.3 E-Mail Address: _____

1.4 *Registered Agency*

Agency Employer Name _____

Agency Location _____

Agency Phone No. (_____) _____

SPECIAL NEEDS REQUESTS

If you require special assistance or auxiliary aids due to a disability, you may request special examination arrangements. Your request must accompany your application. The request should indicate the nature of the disability and the special accommodations needed.

Clarification of both the disability and the need for special accommodations by a licensed medical professional may be required.

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CERTIFICATIONS

I Hereby certify that I am the person indicated on this application form, that all the information I have given herein is true and complete to the best of my knowledge and that any false statement will be cause for voiding this application and/or subsequent certification.

I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to anyone.I agree, by signature to this application, that the Washington Association of Building Officials is under no obligation to retain completed exam answer sheets or test scores for any period of time following tabulation of examination results.

Finally, I affirm that I will abide by the rules of the examination as outlined in the examination application bulletin and as prescribed by the examination proctor.

Signature _____ Date _____
(original signature required)



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTOR CERTIFICATION PROGRAM

RECIPROCAL and/or SHOTCRETE CERTIFICATION RENEWAL

Prior to the expiration of a WABO Special Inspector Certificate, certificate holders will be notified (at the last known address on record with the WABO office) of the opportunity and requirements to renew their certificate for an additional three year period.

To renew a certificate, the certificate holder shall:

1. submit their expiring certification card (the yellow one),
2. submit documentation of participation in approved training (seminars, workshops or other professional development activity) for each type of work included on a certificate judged by the SIRP board to meet the following criteria:
 - 2.1 program content and instructors must be acceptable to WABO;
 - 2.2 program participation must have been during the three year period prior to the expiration date of the certificate being renewed; and,
 - 2.3 seminars shall pertain directly with the type(s) of work on the certification being renewed.
3. submit the prescribed certification renewal fee.
NOTE: For individuals who obtained their initial shotcrete certification from WABO during calendar year 2002, the requirements for documented training and the renewal fee for shotcrete only is waived.

OR

4. In the event a certificate holder is unable to document participation in an approved training program prior to expiration of an inspector registration, the SIRP Board or Program Manager may approve, as a substitute for approved training documentation, satisfactory completion of an interview by WABO to determine if the registrant is able to demonstrate their knowledge and ability to perform the duties required.
 - 4.1 There is a fee for interviews. Contact the WABO office for details.

Failure to renew any type of work represented on a certificate prior to the certificate expiration date may result in elimination of that type of work from the inspector's certificate.

Failure to renew a certificate prior to the certificate expiration date may result in loss of the certificate.

Certification Renewal
Bulletin No. C96-01
BP:nds
JC:skc
revised 7/1/98

revised 12/15/96
revised 12/6/96
created 3/12/96
revised 7/1/02

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WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

SPECIAL INSPECTION REGISTRATION PROGRAM

**Lateral Framing
Special Inspector Registration
Examination Application**

DIRECTIONS: PLEASE ANSWER THE QUESTIONS THOROUGHLY. TYPE OR PRINT ALL RESPONSES. SUBMIT A SEPARATE APPLICATION FORM FOR EACH INSPECTOR APPLIED FOR.

MAIL THE **ORIGINAL AND ONE COPY** OF THE COMPLETED APPLICATION AND APPLICANT QUALIFICATION DOCUMENTATION ALONG WITH THE APPROPRIATE APPLICATION FEE TO:

**WABO
PO BOX 7310
OLYMPIA, WA 98507-7310**

APPLICATION FEE: \$100 FOR EACH TYPE OF WORK BEING APPLIED FOR ON THIS APPLICATION FORM.
MAKE CHECKS PAYABLE TO : WABO

NOTE: APPLICATIONS MUST BE ACCOMPANIED BY:

1. SPECIAL INSPECTOR INITIAL APPLICATION
2. A LETTER OF RECOMMENDATION FROM THE AGENCY.

2. Applicant Information

1.1 Applicant Name _____
(last) (first) (M.I.)

1.2 Home Address _____

(city) (state) (zip)

Home Phone (____) _____ E-Mail _____

1.3 Agency Employer Name _____

Agency Location _____

Agency Phone No. (____) _____

Please indicate which test you are applying to take.

Lateral Framing Full Exam _____

Lateral Framing Upgrade Exam _____

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SPECIAL NEEDS REQUESTS

If you require special assistance or auxiliary aids due to a disability, you may request special examination arrangements. Your request must accompany your application. The request should indicate the nature of the disability and the special accommodations needed. Clarification of both the disability and the need for special accommodations by a licensed medical professional may be required.

CERTIFICATIONS

I Hereby certify that I am the person indicated on this application form, that all the information I have given herein is true and complete to the best of my knowledge and that any false statement will be cause for voiding this application and/or subsequent certification.

I further certify that I understand the secure and confidential nature of the examination, and will not reveal the contents of the examination to anyone.

I agree, by signature to this application, that the Washington Association of Building Officials is under no obligation to retain completed exam answer sheets or test scores for any period of time following tabulation of examination results.

Finally, I affirm that I will abide by the rules of the examination as outlined in the examination application bulletin and as prescribed by the examination proctor.

(Applicant signature)

(Date)