



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS  
STEEL FABRICATOR REGISTRATION PROGRAM

**FACILITY REGISTRATION RECERTIFICATION**

(APPLICATIONS ARE PART OF THIS BULLETIN)

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

WABO Registered Fabricators shall be valid for one year and are subject to annual renewals. A renewal audit will be performed every three years from the date of registration, to validate conformance with Standard 1702 for Steel Fabricator Registration. WABO may revoke such registration for cause.

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

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

1. Submit the attached renewal application to WABO with the appropriate fee. The application must be accompanied by a letter on company letterhead requesting WABO registration with the location of the facility to be registered.
2. Submit a quality control manual on a thumb drive. The manual must be a detailed procedural manual which will provide a basis for quality assurance and control of the fabricating process. Include a list of key personnel (with brief resumes) and a full description of your product (enclose any applicable product brochures and/or photos). Also include documentation of at least one nationally recognized accreditation / certification your facility maintains. WABO currently accepts national accreditation / certification from International Accreditation Service (IAS) and American Institute of Steel Construction (AISC).
3. Successful completion of an evaluation audit by a WABO Technical Consultant to verify information submitted with the application for registration.
4. Agree to have periodic facility inspections conducted by the independent inspection/quality control agency to monitor the effectiveness of your quality control program. The facility shall notify WABO, within 30 days, of any major modifications in the quality control manual and/or key quality control personnel submitted for registration. If a major modification requires a WABO evaluation, the cost shall be paid by your company.

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



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**FABRICATOR REGISTRATION AUDIT RENEWAL APPLICATION**

(DUE 120 DAYS PRIOR TO THE DATE THE AGENCY'S REGISTRATION EXPIRES)

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

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

**MAKE CHECKS PAYABLE TO: WABO**

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

Please include the following:

- ☐ Letter on company letterhead, requesting WABO Registration
- ☐ Completed application (See cost below)
- ☐ Renewal Audit Application fee (make checks payable to WABO)
- ☐ Current copy of National Accreditation / Certification for Structural Steel Fabrication
- ☐ Current copies of Quality Control Personnel Certifications (AWS/ICC)
- ☐ One copy of current Quality Systems Manual on a thumb drive

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

- ☐ Yes – **Application Fee \$361.00**
- ☐ No – **Application Fee \$618.00** (Includes welder qualification procedure verification)

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

A separate application is required for each fabricator location.

## 1. FABRICATOR INFORMATION

Facility Name \_\_\_\_\_

Facility General Manager \_\_\_\_\_

Facility Quality Control Manager (Required) \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Facility Physical Address: \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Facility Mailing Address: \_\_\_\_\_  
Number and Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Federal Employer (Tax) Identification Number (EIN): \_\_\_\_\_

## 2. QUALITY CONTROL PERSONNEL

Lead Quality Control Inspector (Required) \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Quality Control Inspector – Backup/Second Shift (Required) \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

Certificate Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Fabrication/Plant Foreman (If Applicable) \_\_\_\_\_

## 3. INFORMATION ACCURACY CERTIFICATION AND INQUIRY CONSENT

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

Signature of Owner/Corporate Officer \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_



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## AUDIT PROCEDURES CHECKLIST

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

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

### QUALITY SYSTEMS MANUAL (QSM)

#### PART I: MANUAL REVIEW

- \_\_\_ QSM has been approved by a nationally recognized accreditation / certification body for Structural Steel Fabrication (IAS or AISC)
- \_\_\_ Signatures of all key Quality Control (QC) personnel authorized to sign QC reports and/or certificate of compliance
- \_\_\_ Organizational chart reflecting key QC personnel at their current positions and outlines their scope of work
- \_\_\_ QC manual indicates a separation of responsibility for production and quality control  
How? \_\_\_\_\_
- \_\_\_ QSM has a procedure to identify incoming material
- \_\_\_ Sample of daily inspection reports used by quality control welding inspectors is on file
- \_\_\_ Written procedure for identifying and reporting non-conforming material or work
- \_\_\_ Welding inspectors are AWS/CWI or ICC Structural Steel and Welding Special Inspector certified
- \_\_\_ QSM requires inspection of all welds by a certified inspector
- \_\_\_ Standard operating procedure (SOP) confirms that either subcontracted work will be by other WABO Registered Fabricators, or written procedures that inform subcontractors of special inspection requirements as prescribed by IBC Chapter 17
- \_\_\_ QSM has a provision that indicates welding inspectors/ quality control personnel have read the manual
- \_\_\_ List third party testing agencies used for NDE testing.

Facility should have a written practice for the control and administration of NDT personnel, training, examination and certification. *ASNT No SNT- TC 1A*

- \_\_\_ There is reference to the location of weld procedures, weld certification (shipping, storage, handling, installation and inspection)
- \_\_\_ Examples of welder certification, standard weld procedures, and PQR as needed in QSM
- \_\_\_ QSM indicates if two shifts are used, each shift shall provide QC personnel
- \_\_\_ QSM contains a list of required inspection equipment as follows:

- |   |                             |
|---|-----------------------------|
| ___ Torque wrench for high strength bolts           | ___ Weld viewing            |
| ___ Inspectors identification stamp or tags         | ___ Hammer for weld testing |
| ___ NDE equipment, if applicable                    | ___ Strong hand light       |
| ___ Thermometer and temperature sticks              | ___ Steel rule              |
| ___ Bolt tension calibrator (i.e. Skidmore Wilhelm) | ___ Fillet weld gage        |
| ___ Amp/volt meter, if applicable                   |                             |

- \_\_\_ Procedures for maintaining training records  
Who is responsible for their accuracy? \_\_\_\_\_
- \_\_\_ Statement that clearly gives quality control the authority to stop work and inform operations supervisor of non-conforming work
- \_\_\_ QSM contains a written method/procedure for notifying the jurisdiction of fabrication and shipping dates for each project within a city's jurisdiction.
- \_\_\_ QSM contains a copy of a Certification of Compliance statement as prescribed by IBC Chapter 17. This statement must include language that confirms fabricated work was fabricated in accordance with the approved plans and specifications.
- \_\_\_ QSM maintains a list of technical reference material as follows:
  - \_\_\_ Current edition AISC Manual of Steel Construction
  - \_\_\_ AISC 341 – Seismic Provisions
  - \_\_\_ AWS welding codes, D 1.1, D1.3, D1.4, D1.8 and B1.11 - guide for visual inspection
  - \_\_\_ AWS A5.1 and A5.20 – Appropriate Specification for electrodes and shielding gases

## PART II:

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

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

**SECTION A:** Interview and exam questions are confidential.

### SECTION B: CONDUCTING THE AUDIT

- \_\_\_ Certified mill test reports are kept on file
- \_\_\_ The grade of material and marking is verified prior to fabrication, during, and to restocking cut pieces
- \_\_\_ Workmanship is checked throughout the fabrication process
- \_\_\_ How is this recorded? \_\_\_\_\_
- \_\_\_ Is it per the QSM? \_\_\_\_\_
- \_\_\_ All pieces receive a final inspection
- \_\_\_ How is a record kept of this inspection? \_\_\_\_\_
- \_\_\_ Inspectors have the minimum equipment available i.e., tapeline, weld gages, strong hand light, thermometer & temp stick torque wrench for high strength bolts, amp/volt meter and Skidmore Wilhelm
- \_\_\_ Non-conforming work is documented tracked
- \_\_\_ How? \_\_\_\_\_
- \_\_\_ It is in writing that quality control has the authority to stop work and require necessary repairs or corrections be made
- \_\_\_ Fabrication is showed to be in accordance with the approved construction documents
- \_\_\_ Method: \_\_\_\_\_
- \_\_\_ How are RFI's handled in the shop? \_\_\_\_\_
- \_\_\_ Who must sign-off? \_\_\_\_\_
- \_\_\_ High strength bolts; installation & inspection quality control procedures
- \_\_\_ Calibrated bolt tension device is logged in and used
- \_\_\_ Proper storage and identification of each shipment
- \_\_\_ Personnel training records
- \_\_\_ All bolts, nuts and washers checked for conformance to specifications
- \_\_\_ Bolt tension calibration device is available for pre-installation testing and wrench calibration
- \_\_\_ Installers have reviewed written tightening procedures and they are used
- \_\_\_ Welding personnel qualification records are available
- \_\_\_ Lists of needed welding procedure specifications (WPS) are prepared for project – they are reviewed and approved by design engineer
- \_\_\_ Audit (in-house record) of welding personnel
- \_\_\_ WPS are available to welder and QC staff
- \_\_\_ Welding equipment calibration records are available
- \_\_\_ There is a filler metal storage policy and it is being followed.
- \_\_\_ Demonstrate conformance with WPS using amp/volt meter
- \_\_\_ Welding processes are used
- \_\_\_ Nondestructive Testing Policy exists and is being used
- \_\_\_ Subcontracting firms \_\_\_\_\_
- \_\_\_ Data-forms \_\_\_\_\_
- \_\_\_ Agency and personnel certifications and verifications

## TECHNICAL REFERENCE LIBRARY

Contains the following texts: (Structural Steel)

- \_\_\_ WABO Standard 1702
- \_\_\_ Current International Building Code (IBC)
- \_\_\_ Provisions for Structural Steel Buildings (ANSI/AISC 341)
- \_\_\_ AISC Steel Construction Manual
- \_\_\_ Load and Resistance Factor Design (LRFD) and Allowable Strength Design (ASD)
- \_\_\_ Simple Shear Connections
- \_\_\_ Detailing for Steel Construction
- \_\_\_ Current Specifications for Structural Steel Buildings (ANSI/AISC 360)
- \_\_\_ Code of Standard Practice for Structural Steel Buildings and Bridges (AISC 303)

American Welding Society:

- \_\_\_ Structural Welding Code AWS D1.1
- \_\_\_ Sheet Steel Welding Code AWS D1.3
- \_\_\_ Reinforcing Steel Welding Code AWS D1.4
- \_\_\_ Seismic Welding Supplement AWS D1.8
- \_\_\_ Guide for the Visual Examination of Welds AWS B1.11M
- \_\_\_ AWS A5.1 and A5.20 – Appropriate Specification for electrodes and shielding gases
- \_\_\_ Standard Weld Symbols AWS A2.4

American Society for Testing and Materials:

- \_\_\_ ASTM A6