



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

CERTIFICATION AND REGISTRATION PROGRAM

STEEL FABRICATOR REGISTRATION PROGRAM

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

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

Registration fees are based upon WABO's current fee schedule (see attached).

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

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

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



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**STEEL FABRICATOR REGISTRATION
APPLICATION FORM**

Please include the following:

_____ Letter on company letterhead, requesting WABO Registration

_____ Original completed application form

_____ Current copies of Quality Control Personnel certifications (AWS/ICC)

_____ \$500 Application fee (make checks payable to WABO)

_____ One copy of current Quality Systems Manual on **thumb drive**

_____ Initial Key Quality Control Lead Inspector Application (see attached) \$325 Application Fee

_____ Initial Key Quality Control Backup Inspector Application (see attached) \$250 Application fee

A separate application is required for each fabricator location.

Fabricator Information

Fabricator Name: _____

Company Name (if different than fabricator): _____

General Manager: _____

Quality Control Manager (required): _____

Phone No.: _____ Fax No.: _____

E-mail: _____

Physical Address: _____

city

state

zip

Mailing Address (if different): _____

city state zip

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

Quality Control Personnel

Lead Quality Control Inspector (required): _____

AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required

Certificate Number: _____ Expiration Date: _____

***Include copy of current certification*

Quality Control Inspector – Backup/Second Shift (required): _____

AWS CWI and/or ICC Structural Steel and Welding Special Inspector Certification Required

Certificate Number: _____ Expiration Date: _____

***Include copy of current certification*

Fabrication/Plant Foreman (if applicable): _____

Information Accuracy Certification and Inquiry Consent

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

Signature of Owner or Corporate Officer

Date

Print name

Send completed application package to:

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



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**AGENCY INITIAL
KEY QUALITY CONTROL
INSPECTOR APPLICATION FORM**

1. Applicant Information

Application For: _____ Lead Quality Control Inspector Interview/Exam (\$325)
_____ Quality Control-Backup Inspector Interview/Exam (\$250)

MAKE CHECKS PAYABLE TO: WABO

Applicant Name _____
(last) (first) (MI)

Home Address _____

_____ (city) (state) (zip)

Home Phone _____ E-Mail _____

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

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

Fabricator Employer Name _____

Fabricator Location _____

Fabricator Phone Number _____

Quality Control Manager _____

How long have you been employed by this fabricator? _____

How long have you been in your current position? _____

2. AWS CWI and/ or ICC Structural Steel and Welding Special Inspector Certification (Required)

Certificate Number: _____ Expiration Date: _____

Certificate Number: _____ Expiration Date: _____

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 with relevant dates of each experience.

4. Work/Project 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. If additional space is needed, attach supplemental sheets.

5. 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)