



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 ON **CD-ROM OR THUMBDRIVE:**

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

APPLICATION FEE: \$350.00 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 or on the wabo website at www.wabo.org.

1. Agency Information

Agency Name _____

Agency Technical Director Name _____

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

E-Mail: _____

Agency Address _____

(no. and street)

(City) (State) (Zip)

2. Type(s) Of Work Agency Is Renewing

Check each type of work the agency is renewing below:

- | | |
|---|---|
| <input type="checkbox"/> Reinforced Concrete | <input type="checkbox"/> Spray-applied Fire-resistive Materials |
| <input type="checkbox"/> Prestressed Concrete* | <input type="checkbox"/> Lateral Wood |
| <input type="checkbox"/> Shotcrete* | <input type="checkbox"/> Cold-Formed Steel Framing |
| <input type="checkbox"/> Structural Masonry | <input type="checkbox"/> Proprietary Anchors |
| <input type="checkbox"/> Structural Steel & Bolting | <input type="checkbox"/> Fire-Resistant Penetrations and Joints |
| <input type="checkbox"/> Structural Welding | |

*(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

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

(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

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

4.2.1 Provide evidence, in the form of copies of certificates of registration, that the agency's key personnel (technical director(s), 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

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

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
- 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 IBC 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 17- 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 17 - 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.