



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: \$350.00

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

_____ (Agency)

_____ Agency Proposed Technical Director's Name)

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

E-mail: _____

Agency Address _____ (no. and street)

_____ (city) (state) (zip)

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
Federal Employer (Tax) Identification Number (EIN) _____

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:

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:

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

*(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)

APPLICANT QUALIFICATION DOCUMENTATION

(ITEMS LISTED BELOW SHOULD BE SUBMITTED ON A CD OR THUMBDRIVE, 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 have satisfactory evidence that any deficiencies noted in the inspection authority's report 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.)

- 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