



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.

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.



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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 perquisites for agency registration may impact maintenance of an agency's registration.

Mail / email the **completed** forms to: WABO, PO Box 7310, Olympia, WA 98507-7310 or registration@wabo.org.

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 AND 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.
- 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 Agency Location

Technical Director Signature Date