



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 CD-ROM. 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](mailto: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 **CD-ROM**

\_\_\_\_\_ 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): \_\_\_\_\_

*BULLETIN NO. F-09-01*

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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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CERTIFICATION AND REGISTRATION PROGRAM

**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.

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(Signature of Applicant)

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(Date)