

## QUALITY ASSURANCE OPTIONS

(continued)

### CERTIFIED COMPLIANCE PROGRAM (CCP) (continued)

#### Policy and Procedure Highlights (continued)

For firms without fax service, two days shall be allowed for mail delivery before the 10 days start. If at the end of 10 days the firm has not made the necessary corrections and/or scheduled a re-inspection, the non-compliant findings will be released to all interested parties contracted to the project.

This report delay policy does not apply to non-certified projects or inspections paid for by another interested contractual party.

Multiple and/or significant failed inspections by a WI Licensee for work they have certified, is grounds for suspension and/or termination of their WI Licensee status.

Inspections for projects that are phased or that are submitted in more than one installment, but are for one project and under one contract, will be charged one basic inspection fee plus any additional inspection time required to complete the inspection; subject to a two hour minimum charge per incident of inspection. Certified Compliance Labels will be applied, as applicable, during each inspection, but issuance of a Certified Compliance Certificate will be deferred until the project inspection is complete.

WI Member Licensees in good standing are afforded the privilege of being invoiced for Certification and/or re-inspection services, allowing for prompt release of certifications requests and/or inspection reports. Non-Member Licensees, Member Licensees not in good standing, and non-members of the Institute are required to make full payment in advance, including an additional deposit for two hours.

Deposits will first be used to pay for any additional inspection charges with the unused balance returned upon issuance of the project's Certified Compliance Certificate. Any additional inspection charges not covered by the deposit must be paid in full before the release of a project's Certified Compliance Certificate.

**CERTIFICATION OF PROJECTS NOT MEETING THE INSTITUTE'S SERVICE AREA REQUIREMENTS** will be serviced subject to reimbursement for all additional expenses, including standby and travel time, mileage, coach class airfare, auto rental, along with reasonable lodging, meals, and miscellaneous travel expenses.

#### Cost Highlights

The CCP is a flat rate fee program honored on any projects located within the Institute's service area of Arizona, California, Nevada, and Oregon or throughout the continental United States on projects when such is specified by design professionals from our service area.

The basic flat fee is \$1,500 per certified project subject to the following applicable discounts:

WI Member	25%
WI Member-Licensee	50% on projects with contract values of \$20,000 or more 75% on projects with contract values between \$10,000 and \$19,999 100% on projects with contract values less than \$10,000
WI Licensee (non-member)	35%

Additional charges (subject to applicable discounts shown above for the hourly rates only), will be assessed for Certification of projects not meeting the above service area requirements, including \$200 per hour for any additional on-site inspection time and \$100.00 per hour for all time spent away from the inspector's field office, not to exceed 8 hours per day (including all travel time, standby time, and inspection time), billed in quarter hour increments. Plus, reimbursement for all additional expenses, including mileage, as applicable at the Federal approved per mile allowance for personal car use, coach class airfare, auto rental, along with reasonable lodging, meals, and miscellaneous travel expenses.

## QUALITY ASSURANCE OPTIONS

(continued)

### CERTIFIED COMPLIANCE PROGRAM (CCP) (continued)

#### Cost Highlights (continued)

Reimbursement for all expenses, including mileage, as applicable at the Federal approved per mile allowance for personal car use, coach class airfare, auto rental, along with reasonable lodging, meals and miscellaneous travel expenses.

To help cover the above, a deposit of \$2,500.00 is required with submittal of a completed "Request For Certification /Inspection Outside Of Arizona, California, Nevada or Oregon" form which can be retrieved online at [www.woodworkinstitute.com](http://www.woodworkinstitute.com), or by calling the Administrative Office at 916-372-9943.

### MONITORED COMPLIANCE (MCP) - [www.woodworkinstitute.com/certification](http://www.woodworkinstitute.com/certification); click on MCP.

The MCP, like the standards and the Certified Compliance Program (CCP), is an established discipline of quality control. Monitored compliance expands on the CCP by providing ongoing review/inspections of the project from its start to certification at completion. It is a quality control program with the control in front, to affirm the quality. Requiring monitored compliance conveys not only is quality expected, it is demanded.

Written progress reports are issued throughout the duration of the project. Shop drawings, millwork products, finishing, and installation (of all involved parties), are progressively inspected for compliance to the contract documents and *Architectural Woodwork Standards (AWS)* for the Grade(s) specified.

MCP in no way limits bidding. Any fabricator or installer, whether a non-member, member, and/or licensee, will be required to comply with the requirements of the MCP. The added cost of monitored compliance is a small amount to pay for the added quality affirmation.

MCP is a percentage fee program honored on any project located within the Institute's service area of Arizona, California, Nevada, and Oregon. Additional staff time, travel, lodging, and meal costs will be charged for Monitored Compliance on projects outside of our service area.

Monitoring inspections address and verify compliance to a project plans, specifications, and *Architectural Woodwork Standards* for the Grade or Grades specified within the following aspects of shop drawings, materials, fabrication, finishing, workmanship, job-site conditions, installation, and attachment blocking.

Shop drawing certification is required and is expanded with the MCP in that the fabricator's shop drawings are compared to the full contract documents, including plans, to verify conformance with the design intent, contract documents, and the *AWS* for the Grade(s) specified. Along with the compliance label, the shop drawings shall bear the WI inspector's signature.

The Institute will conduct monitoring inspections during a project's duration. The actual number of inspections required shall be determined by the WI Inspector based on the project's complexity. Written reports will be generated after each monitoring inspection, noting any non-compliant findings along with a general statement of the project's progress. Reports will be processed from the administrative office and forwarded to each contact of record for the architect/owner, millwork fabricator and/or installer, and general contractor. Subsequent inspections will re-address and update the status of any previous non-compliant findings.

Non-compliant job-site conditions and the potential adverse impact of such to the project's millwork products will be noted; however, subsequent final inspection and/or monitored certification will not be impacted by the compliance of such.

Upon conducting a final compliant inspection, the Institute will attach a Certified Compliance label to each elevation of casework and countertop, and will issue a Monitored Compliance Certificate certifying that the millwork products and their installation is furnished for this project to fully meet all the requirements of the contract documents and the *Architectural Woodwork Standards* for the grade and/or grades specified.