

## QUALITY ASSURANCE OPTIONS

(continued)

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

#### Specification Requirements

Should a design professional wish to take advantage of the Certified Compliance Program (CCP), the specifications shall first require conformance to the *Architectural Woodwork Standards (AWS)*, and the following wording shall be included in the project specifications:

#### SUBMITTALS

Submit shop drawings in conformance to AWS Section 1 - Submittals. The first page of the original shop drawings shall bear a Woodwork Institute Certified Compliance Label. For further information, please visit: [www.woodworkinstitute.com](http://www.woodworkinstitute.com).

#### QUALITY ASSURANCE

Millwork and installation shall be in accordance with [ ] Grade of the *Architectural Woodwork Standards*, latest edition. If provisions for the Grade specified are in conflict with, or modified by the drawings and/or specifications, the modifications shall govern.

Before delivery to the job-site, if the millwork supplier is:

A **WI Licensee**, they shall issue a WI Certified Compliance Certificate with original submittals indicating the millwork products furnished for this project and certifying that these products and their installation, if applicable, will fully meet all the requirements of the AWS Grade or Grades specified and the contract documents.

A **Non-WI Licensee**, they shall provide a WI Certified Compliance Tracking Acknowledgement with the original submittals, that they have arranged for inspection by a WI Inspector after completion of fabrication and installation. If all conditions are found to be compliant, the inspector will issue a Certified Compliance Certificate, indicating the millwork products furnished for this project, and certifying that these products and their installation, if applicable, fully meet all the requirements of the Grade or Grades specified.

Each casework elevation shall bear a WI Certified Compliance Label.

Each countertop shall bear the WI Certified Compliance Label.

It is the responsibility of the millwork fabricator and/or installer to include within their bid, any and all costs for certified compliance. Issuance of a Certified Compliance Certificate is a prerequisite for final acceptance. For further information, please visit [www.woodworkinstitute.com](http://www.woodworkinstitute.com).

#### Policy and Procedure Highlights

**SHOP DRAWING CERTIFICATION** is based on the combined scope of a projects specifications and the AWS only, without benefit of reviewing the architectural plans; therefore, it is the responsibility of the fabricator and/or installer requesting certification, to notify and give evidence as to the validity of any modifications the shop drawings may have to the specifications and/or the AWS; otherwise, the drawings will be rejected for non-compliance.

Modification incorporated within reviewed shop drawings, in themselves, are not evidence of approval; the modifications must be specifically addressed and approved in written documentation, separate of the shop drawings.

Shop drawings shall, at a minimum, meet the requirements of Section 1 - Submittals, of the AWS.

WI shop drawing Certification may be requested by filling out a WI 'Request and Authorization to Inspect' form and submitting it along with two (2) copies of the Shop Drawings, one (1) copy of the applicable project specifications (including General Conditions), and one (1) copy of any written modification approval or request for approval to the project plans and/or specifications to an appropriate field office, of which a listing can be found at [www.woodworkinstitute.com](http://www.woodworkinstitute.com), or by contacting the WI Administrative Office at 916-372-9943.