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# Certified Compliance Program (CCP) Request and Authorization to Inspect

Subject to the INSTITUTE's established inspection Policies and Procedures,  
contained within *The WI Programs & Services Manual*

The following is a general review of some of those policies and procedures:

**DISCLAIMER** - The WOODWORK INSTITUTE does not guarantee or assure the safety or performance of any manufactured products, components, or installation thereof found to be in compliance with the *Architectural Woodwork Standards*, and/or the contract documents under the Certified Compliance Program. Additionally, the INSTITUTE does not guarantee or assure the contract performance of any entity being inspected under the Certified Compliance Program. The WOODWORK INSTITUTE serves only as an independent inspection service and has no enforcement authority. It is the responsibility of the contractual parties to address and/or enforce any non-compliant findings.

**SHOP DRAWING INSPECTIONS** are performed based on the project specifications and the *Architectural Woodwork Standards* only, without benefit of reviewing the architectural plans. Therefore, it is the responsibility of any firm submitting shop drawings for inspection to notify and give evidence as to the validity of any modifications the shop drawings may have to the specifications and/or the *Architectural Woodwork Standards*; otherwise, the drawings will be rejected for non-compliance. The requesting party shall provide two (2) copies of the shop drawings, a copy of the applicable project specifications (including General Conditions), and a copy of any written modification approvals to the project plans and/or specifications. Applicable fees, deposit and/or applicable discounts are as posted on the WI website. For failed re-inspections, non-members pay a new inspection fee, and members pay for the actual inspection time incurred, subject to a one hour minimum.

**PHYSICAL INSPECTIONS** are performed based on the architectural plans, specifications, approved shop drawings, and the *Architectural Woodwork Standards*. It is the responsibility of any firm requesting inspection to notify and give evidence as to the specific approval of any modifications the shop drawings have to the specifications and/or the *Architectural Woodwork Standards*; otherwise, they will be ignored. Changes incorporated within reviewed shop drawings, in themselves, are not evidence of approval; the changes must be specifically addressed and approved in separate written documentation. Requesting party shall provide a copy of the reviewed shop drawings, a copy of the applicable project specifications (including General Conditions), and a copy of any written modification approvals to the project plans and/or specifications. Applicable fees, deposit and/or applicable discounts are as posted on the WI website. For failed re-inspections, non-members pay a new inspection fee and members pay for the actual inspection time incurred, subject to a two hour minimum.

**WI INSPECTORS** shall conduct inspections on their own, free of outside influence or distraction. If a party contractual to the project desires to point out or discuss something relevant to the inspection, they may do so before or after; however not during an inspection.

**WI MEMBER LICENSEES** are afforded the courtesy of being notified prior to an inspection on their Certified work and the opportunity of advising the inspector of any extraordinary circumstances or concerns. They are also afforded a 10 day delay (from the date the Licensee receives the report), of the publication of any non-compliant findings, providing an opportunity for them to correct and remove the non-compliant findings before the report is published.

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FOR A LIST OF OUR DIRECTORS OF ARCHITECTURAL SERVICES, PLEASE VISIT:  
[WWW.WOODWORKINSTITUTE.COM](http://WWW.WOODWORKINSTITUTE.COM),  
OR CALL THE WI ADMINISTRATIVE OFFICE, (916) 372-9943

# Request and Authorization to Inspect

(Please print and complete all the information.)

WOODWORK INSTITUTE PROJECT # \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY

- Project specifications require the items to be inspected to conform to the *Architectural Woodwork Standards*, or  
 Project specifications require the items to be inspected to conform to (indicate standard and grade): \_\_\_\_\_

We hereby request the WOODWORK INSTITUTE to inspect the millwork product types indicated below by a check "✓" in the appropriate box(s).

- Exterior Millwork     Interior Millwork     Doors     Casework     Plastic Laminate Tops  
 Laboratory Tops     Shop Drawings     Installation     Finishing     Other \_\_\_\_\_

Person requesting Inspection (print): \_\_\_\_\_ Firm: \_\_\_\_\_

1. **Project Name:** \_\_\_\_\_  
Address: \_\_\_\_\_
2. Date contract signed: \_\_\_\_\_ Date of delivery, if jobsite inspection: \_\_\_\_\_ AWS/Amend. dates: \_\_\_\_\_
3. **Architect:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
4. **Inspector of Record:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
5. **General Contractor:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
6. **Int/Ext Woodwork Supplier:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
7. **Casework Manufacturer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
8. **Door Supplier:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
9. **Door Manufacturer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
10. **Countertop Manufacturer:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
11. **Finisher:** : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_
12. **Installer:** : \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ FAX: \_\_\_\_\_

13. ATTACH COPY OF SPECIFICATIONS - PLANS & SHOP DRAWINGS MUST BE AVAILABLE AT INSPECTION SITE.

14. ATTACH ANY APPROVED MODIFICATIONS TO THE PLANS AND/OR SPECIFICATIONS, AND INDICATE SUCH BELOW.

15.  There are no approved modifications, or  The approved modifications are attached herewith

The WOODWORK INSTITUTE is hereby authorized to inspect the millwork products indicated above. As applicable: a) we attest that said products and/or installation meet the minimum requirements for the WOODWORK INSTITUTE grade specified, except as may have been modified by the plans and/or specification, b) we agree to pay all the appropriate inspection fees, and c) we shall defend and hold the INSTITUTE harmless from all claims and demands arising out of any failure or claimed failure to meet those requirements.

(This Request and Authorization to Inspect is subject to the INSTITUTE'S established inspection Policies and Procedures contained within *The WI Programs & Services Manual*, and generally reviewed on the reverse side of this form.)

Firm Name: \_\_\_\_\_ Telephone \_\_\_\_\_ FAX \_\_\_\_\_  
Address: \_\_\_\_\_  
Signature \_\_\_\_\_ Title \_\_\_\_\_  
Print Name \_\_\_\_\_ Date \_\_\_\_\_

- By checking this box, I authorize Woodwork Institute to accept this form as an electronically signed document, and to charge my credit card currently on file.

**Payment Method:**

Check (Enclosed)

Visa

Master Card

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***Credit Card Information and Charge Authorization:***

Cardholder Name: \_\_\_\_\_

Card Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ CVC Code: \_\_\_\_\_

Amount to be charged: \$ \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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By checking this box, I authorize WOODWORK INSTITUTE to accept this form as an electronically signed document; by submitting this signed document, I understand I am responsible for the above information.

PRINT

SUBMIT