

# Shop Drawing Inspection

## Refer to the following steps:

1. After being awarded a project requiring a Shop Drawing Inspection, go to the Woodwork Institute website to access the "Request Certification" button in the upper right corner of the homepage.
2. Complete the form and upload the contract and specifications, showing the requirement for an inspection. Include any changes made to the specifications through RFI, addendum or change orders.
3. Once submitted, an autoreply will send acknowledgement of your request including a copy of the submittal and additional information regarding the next steps in the process.
4. Submit payment for certification using the invoice link provided by the certification coordinator.
5. Submit a digital version of the shop drawings to the Architectural Services Representative in your region. The certification coordinator will email their contact information.
6. A digitally signed copy of the shop drawings shall be provided to the General Contractor directly by Woodwork Institute for a backup reference.
7. All relevant parties can contact the Woodwork Institute office if there are any questions regarding the inspection.

Woodwork Institute inspects shop drawings for compliance with the North American Architectural Woodwork Standards and the architect's specifications. For a full description of the inspection requirements, visit [www.woodworkinstitute.com/programs](http://www.woodworkinstitute.com/programs).