



Certified Seismic Installation Program Procedures

Refer to the following steps:

1. After being awarded a project requiring Certified Seismic Installation CertificationTM (CSIP), go to the Woodwork Institute website to access the red “Request Certification” button in the upper right corner of the homepage.
2. Complete the form and upload the contract and specifications. Include any changes made to the specifications through RFI, addendum or change orders.
3. Once submitted, you'll receive an automatic confirmation email with a copy of your submittal and details of the next steps. The Certification Coordinator will then follow up by email with the contact information for your assigned Architectural Services Representative.
4. Project-specific, pre-approved OSHPD OPM installation details will be provided and must be included in the shop drawings before they are submitted. Please provide a digital copy of the completed shop drawings to the assigned Architectural Services Representative for inspection.
5. Submit payment for certification using the invoice link provided by the certification coordinator.
6. Once the shop drawings have been inspected, approved, and the project is paid in full, a digital shop drawing label will be issued. This label must be placed on the cover of the drawings **prior** to being submitted to the architect.
7. Contact the Architectural Services Representative to arrange an on-site installation inspection. The Woodwork Institute will endeavor to schedule inspections within 2 weeks of the initial contact. Failure to provide for a timely inspection may result in a failed inspection report and/or additional fees.
8. The original inspection may take up to 3 business days, subsequent inspections required as a result of passed-conditional or failed items should require less time.
9. If installation passes conditionally, corrections need to be made within 30 days of the date of the inspection report. Proof of correction may be submitted via a letter or email from the IOR, General Contractor or Design Professional. Proof may include pictures of corrections.
10. If installation fails, corrections need to be made within 30 days of the date of the inspection report, a re-inspection fee will be invoiced, and a re-inspection needs to be scheduled.
11. After the final inspection, please allow up to 3 business days for the Architectural Services Representative to complete and submit the inspection report and up to 5 business days for the Administrative Office to process and send the certificates