



**ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION OF
CANADA**

***Guarantee and Inspection Service
Policy and Procedures
Manual***

June 2015

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This manual to be reviewed annually

The GIS Policy and Procedure Manual, mandated by AWMAC, is the collective efforts of the AWMAC GIS Committee Members 2002-2015.

A special thank you to the founders of the AWMAC GIS program: Denis Meade, Gary Nikolai, Jack Russell, Werner Schmidt, Knute Soros, Frank VanDonzel and Ted Wheatley.

Glossary

Glossary and Acronyms

AWMAC	Architectural Woodwork Manufacturer Association of Canada	
AWS	Architectural Woodwork Standards	Edition 2, 2014
	Design Professional	Architect, Interior Designer, Specification Writer, etc.
Chapter	AWMAC Regional Chapter	
GC	General Contractor	
GIS	Guarantee and Inspection Service	
ICQ	Inspection Certification Questionnaire	
Installer	Architectural Woodwork Installer	
Manufacturer	Architectural Woodwork Manufacturer	A person or organization that regularly engages in the practice of manufacturing, pre-finishing, and/or installing architectural woodwork.
MSQ	Manufacturers Standards Questionnaire	

Foreword

AWMAC, the AWMAC Chapters and their GIS inspectors operate independently and interdependently to provide the Guarantee and Inspection Service (GIS). Since each Chapter and inspector has unique attributes and experiences, it is important to ensure a high degree of consistency of method and approach for the GIS program across Canada. This *GIS Policies and Procedures* manual has been produced to advise and support AWMAC, AWMAC chapters, AWMAC members, inspectors, design professionals and other interested parties involved in the GIS. It outlines standardized policies and procedures for the GIS program across Canada.

GIS Mandate

In order to ensure that the quality of materials and workmanship of the architectural woodwork specified are in compliance with the current *Architectural Woodwork Standards (AWS)* at time of tender, the AWMAC GIS program must be specified and be considered an integral component of the scope of work.

GIS Objective

The objectives of the GIS program are:

1. To assist the design professional in achieving "good architectural woodwork".
2. To offer an assurance to the owner, client, design professional and manufacturer that strict monitoring will ensure that the architectural woodwork requirements on any given project will meet the current AWMAC standards.
3. To provide clarification and improvement to subsequent editions of the *AWS* by way of observations made while monitoring and inspecting on-going GIS projects.

The Guarantee Certificate

AWMAC will issue Guarantee Certificates to AWMAC manufacturer members in good standing, certifying the architectural woodwork has been manufactured and/or installed in accordance with the Standards incorporated in the current AWMAC standards manual at time of tender. Subject to mandatory inspections and certain terms and limitations the manufacturer (primary guarantor), AWMAC Chapter(s) (second guarantor(s)) and AWMAC (third guarantor) will guarantee the architectural woodwork in a project for a period of two years, commencing on the date of substantial completion. The Guarantee will cover replacing, reworking and/or refinishing to make good any defects in architectural woodwork due to faulty workmanship or defective materials supplied by the manufacturer, which appear during the two (2) year period following the date of substantial completion.

Tips for Reading and Understanding this Policy and Procedures Manual

1. The GIS participants are identified in Sections 100 (Owners) through 600 (Inspectors). Each section states the relationship and responsibilities between itself and the other connected firms, associations, committees, members and contractors and are numbered in identical format. Each of these sections can be used as an information document for that particular participant.
2. Sections 700 (Inspection) through 1000 (Dispute Resolution) state the policies and procedures for each GIS component.
3. Sections 1100 (GIS Forms & Reports), 1200 (Manual Interpretations & Interim Resolutions) and 1300 (GIS database) include additional GIS information.
4. The most current edition of this GIS Policy and Procedures manual can be found at www.awmac.com. Click on the GIS tab.

1. Owner and the Owner's Agent – Definitions and Specifying the GIS Program

- 1.1. The project owner's agent is any firm or person that has contractual agreements with the project owner in regards to architectural woodwork; e.g. design professional (architect, interior designer, specification writer), GC, project manager.
- 1.2. Good architectural woodwork is the result of everyone involved in the process doing his or her work in a professional manner, starting with the specifiers.
The GIS Program is only effective when the tender documents specify the requirements for the GIS. The inspection is an integral part of the GIS process; therefore, the Guarantee will be issued only if the process is followed completely.
- 1.3. During the inspection process, Change Orders (post-tender documents) will be reviewed.
- 1.4. The owner and the owner's agent are AWMAC and the AWMAC Chapter's clients.
- 1.5. Specifying the GIS program alleviates the owner and the owner's agent of the work and liability of ensuring the specified project meets AWMAC standards.

2. AWMAC

- 2.1. AWMAC and the construction community have determined that architectural woodwork will be defined as all kiln dried, dressed, or re-sawn material, plastic laminate, and other sheet goods, specified by the design professional, exposed to view in a finished building, including casework, frames, trims, mouldings, paneling, wood doors, factory finishing and installation.
- 2.2. The AWS manual provides measurable standards of quality materials and workmanship. This authoritative guide is updated and reviewed as an ongoing process. The content is consistent with economic conditions and efficiency practices in manufacturing. The manual also permits the use of the AWS manual for designing, detailing and specifying of architectural woodwork.
- 2.3. The AWS manual is the sole reference in the GIS Program for defining quality of architectural woodwork.

3. AWMAC GIS Committee

- 3.1. The AWMAC GIS Committee is composed of AWMAC Chapter representatives and an AWMAC representative.
- 3.2. The AWMAC GIS Committee monitors the GIS Program.
- 3.3. The AWMAC GIS Committee will assist in settling interpretation disputes.

4. AWMAC Chapter

- 4.1. Projects specifying the GIS Program are subject to mandatory inspections.
 - 4.1.1. The Chapter monitors the project.
 - 4.1.2. The Chapter appoints an inspector.
- 4.2. If a completed project was not specified as GIS, the owner may elect to contact the Chapter and for a fee, request an inspection to determine if the project meets the AWS.

5. Architectural Woodwork Manufacturer

- 5.1. The guarantee will not be issued if the manufacturer does not complete the project for any reason. Contractual issues, such as, performance and bankruptcy, are not part of the GIS Program (with the exception of post-completion bankruptcy).

6. AWMAC Inspectors

- 6.1. The AWMAC Chapters appoint, direct, train, certify and reimburse inspectors, under the authority of AWMAC, for services required and/or rendered on a contractual basis.

7. The Inspection Procedures

- 7.1. The inspection procedure is the same for AWMAC manufacturer members and non-members.
- 7.2. Although the inspector's sole term of reference is the *AWS* manual, the inspector may note variances to the architectural woodwork contract specifications (if any).
- 7.3. The project will be inspected using the current English (or French where applicable) AWMAC standards manual at time of tender. It is recognized that the French version may at times lag behind the current English edition due to the time and resources necessary to complete the translation process. In case of a dispute, the English version of the *AWS* will take precedence.
- 7.4. Inspections and reports
 - 7.4.1. Pre-tender inspection and report of architectural plans and specifications (if requested).
 - 7.4.2. Shop drawing inspection and report.
 - 7.4.3. Sample unit inspection and report (if specified).
 - 7.4.4. Final inspection and report:
 - 7.4.4.1. At shop if installation is excluded, whenever possible.
 - 7.4.4.2. At site if installation is included, complete with records of humidity and temperature conditions.
 - 7.4.5. Further inspection(s) if there are non-compliance issues.
- 7.5. The inspector will submit written reports of inspections to the owners or agents. The inspector will specify materials, methods or workmanship that is non-compliant with the *AWS* manual. (The Guarantee will not be processed until non-compliant items are addressed).

8. Guarantee

- 8.1. AWMAC, through its Chapters, will issue a two (2) year Certificate of Guarantee for their manufacturer members on projects which have passed the final GIS inspection if they have fulfilled the following requirements:
 - 8.1.1. They are a member in good standing at time of tender and maintain that status throughout the project.
 - 8.1.2. They have at least one (1) person (owner or manager) in the firm who has successfully completed the current Manufacturer Standards Questionnaire (MSQ) that references the current *AWS*.
 - 8.1.3. They have submitted a Temperature and Humidity report including readings that they and their installers have taken on each day, starting the day the architectural woodwork leaves the shop that the architectural woodwork employees and installers are on site. If the architectural woodwork is stored in a place other than on site the temperature and humidity is to be recorded daily.
- 8.2. The AWMAC Certificate of Guarantee is signed by the:
 - 8.2.1. Primary guarantor: Manufacturer.
 - 8.2.2. Second guarantor: Regional AWMAC Chapter.
 - 8.2.2.1. If the architectural woodwork is manufactured by a manufacturer member of one (1) AWMAC Chapter and installed in a different Chapter, then both the project's Chapter and manufacturer's Chapter will be the second guarantor.
 - 8.2.3. Third guarantor: AWMAC.
- 8.3. AWMAC considers that the strength of the GIS Program is based on the fact that it will **not** issue a Certificate of Guarantee **unless** the supply and/or installation of the completed architectural woodwork on a project conform to the *AWS* manual. Note: some exclusions to the Guarantee may apply.

- 8.4. In the event that the primary guarantor defaults, AWMAC and its Chapters, in 1995, established and maintain liability funds.
- 8.5. AWMAC will not issue guarantees to non-AWMAC members or AWMAC manufacturer members who are not in good standing at time of tender and maintain that status throughout the project, or who have not completed the current MSQ at time of Guarantee issuance or have not submitted a completed Temperature and Humidity form.
- 8.6. Non-AWMAC member and AWMAC members who have not completed the current MSQ or submitted a completed Temperature and Humidity form will be required to furnish a two (2) year equivalent maintenance bond, to the full value of the architectural woodwork contract.

9. Financial Procedures

- 9.1. If the GIS is specified on a project the cost becomes part of the tender. GIS fees are based on a percentage of the architectural woodwork subcontract. They are borne by the owner, who is the client of AWMAC and the local Chapter. The GIS project costs, like other project costs (e.g. labour and materials) are processed by the manufacturer and included in the contract invoicing.
- 9.2. If the value of the architectural woodwork portion is less than 75% of the total contract, then the GIS fee will be based on the architectural woodwork portion only, when the project value is over \$135,000.
- 9.3. The inspection costs will be adjusted to encompass significant changes in post architectural woodwork contract value.

10. Dispute Resolutions

- 10.1. When called upon, the AWMAC GIS Committee will attempt to resolve GIS related disputes.

11. GIS Forms & Reports

- 11.1. Reports are standardized in format only.
- 11.2. Standard AWMAC forms are available for use.

12. Manual Interpretations & Interim Resolutions

- 12.1. When called upon, the AWMAC Manual Committee will interpret the AWS manual and provide interim resolutions.



Suggested Wording for Specifying

The Architectural Woodwork Guarantee and Inspection Service (GIS)

Architectural woodwork will be manufactured and/or installed to the current AWMAC Architectural Woodwork Standards and will be subject to an inspection at the factory and/or site by an appointed AWMAC Certified Inspector. Inspection costs will be included in the tender price for this project. (Contact your local AWMAC Chapter for details of inspection costs). Shop drawings will be submitted to the AWMAC Chapter office for review before work commences. Work that does not meet the current *Architectural Woodwork Standards*, as specified, will be replaced, reworked and/or refinished by the architectural woodwork contractor, to the approval of AWMAC, at no additional cost to the owner.

If the woodwork contractor is an AWMAC Manufacturer member in good standing, a two (2) year AWMAC Guarantee Certificate will be issued. The AWMAC Guarantee will cover replacing, reworking and/or refinishing any deficient architectural woodwork due to faulty workmanship or defective materials supplied and/or installed by the woodwork contractor, which may appear during a two (2) year period following the date of issuance.

If the woodwork contractor is **not** an AWMAC manufacturer member they will provide the owner with a two (2) year maintenance bond, in lieu of the AWMAC Guarantee Certificate, to the full value of the architectural woodwork contract.

For more information about AWMAC and the GIS Program visit our website at www.awmac.com and contact your local AWMAC Chapter office.



ARCHITECTURAL WOODWORK MANUFACTURERS
ASSOCIATION OF CANADA

2344

CERTIFICATE OF GUARANTEE

PROJECT: PROJECT TITLE

OWNER: COMPANY NAME

DESIGN PROFESSIONAL: COMPANY NAME

ARCHITECTURAL WOODWORK MANUFACTURER: COMPANY NAME

The Architectural Woodwork Manufacturers Association of Canada (AWMAC) hereby certifies that the architectural woodwork supplied by the above noted Architectural Woodwork Manufacturer, a member in good standing, has been manufactured and/or installed to premium, custom, or economy grade standards as specified in the AWMAC Quality Standards Manual.

Pursuant to the terms and limitations appearing on the reverse side of this document and including the repair and/or replacement of any damages to the owners premises which result from the repair and/or replacement of defective millwork, the Architectural Woodwork Manufacturer (Primary Guarantor), AWMAC Chapter (Secondary Guarantor) and AWMAC (Third Guarantor) guarantee the architectural woodwork in this project, excluding **(list exclusions if any)**, for a period of two years commencing on the date of guarantee issuance or substantial completion, whichever comes first.

Dated this 4th day of December 2014

AWMAC Chapter: AWMAC - British Columbia

Authorized by: _____
Architectural Woodwork Manufacturer AWMAC Chapter President AWMAC President

ARCHITECTURAL WOODWORK GUARANTEE

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Terms of AWMAC Guarantee for Architectural Woodwork Pursuant to Current AWMAC Standards at Time of Tender

Subject to the following conditions, this Guarantee is limited to repair and/or replacement of deficient architectural woodwork supplied and/or installed on this project, and any damages to the owners premises which result from the repair and/or replacement of defective millwork, provided that the cause of the deficiency of the architectural woodwork is wholly a result of faulty workmanship or defective material supplied by the Architectural Woodwork Manufacturer.

The Owner shall exhaust all remedies for defective architectural woodwork against the Architectural Woodwork Manufacturer (primary guarantor) before requesting the AWMAC Chapter (second guarantor) to repair or replace defective architectural woodwork. Only when the first and second guarantors have not honoured this guarantee will AWMAC (third guarantor) be liable to repair or replace defective architectural woodwork.

Furthermore, AWMAC and AWMAC Chapters shall not be responsible (except to repair and/or replace deficient architectural woodwork supplied and/or installed) for any other direct, indirect or consequential damages, claims or suits as a result of faulty workmanship, defective material or from inadequate or negligent inspections and any exclusions stated.

In order for AWMAC to be responsible pursuant to this guarantee the following conditions will apply:

1. Where architectural woodwork is stored and/or installed, the relative humidity shall be in accordance with the current AWMAC standards.
2. This Guarantee will not apply to any scratches or marks caused by improper storage or handling or damage caused after installation.
3. Failure by the owner to notify AWMAC and the AWMAC chapter offices in writing of any potential claim under this Guarantee within one month of the discovery of the alleged or actual defects will relieve AWMAC and the AWMAC chapter of their obligations.
4. This certificate is not binding unless signed by the Architectural Woodwork Manufacturer, the AWMAC chapter and AWMAC after final inspection.
5. If any component (material and/or method) of this project does not comply with the current AWMAC standards manual and it is so stated in the attached inspection report or itemized here, then that part will not be subject to this guarantee.

1. Owner and the Owner's Agent

- 1.1. The project owner and owner's agent are AWMAC's clients.
- 1.2. AWMAC will set AWMAC GIS promotional policies for the owner and owner's agent.

2. AWMAC

- 2.1. The GIS Program is managed by AWMAC.
- 2.2. The current English (or French where applicable) *AWS* manual at time of tender is approved by AWMAC and is the technical reference for the GIS Program. It is recognized that the French version may at times lag behind the current English edition due to the time and resources necessary to complete the translation process.
- 2.3. AWMAC is to inform the AWMAC GIS Committee of new *AWS* errata.

3. AWMAC GIS Committee

- 3.1. The AWMAC GIS Committee is directed by, and reports to the AWMAC Board of Directors.
- 3.2. AWMAC delegates a representative(s) to attend all GIS Committee meetings. The representative's responsibilities are:
 - 3.2.1. To act as both a facilitator and emissary for the AWMAC Board of Directors and the AWMAC GIS committee.
 - 3.2.2. To convey the findings of the AWMAC GIS Committee to the AWMAC Board of Directors.
 - 3.2.3. To assist and inform the AWMAC GIS Committee as required.
 - 3.2.4. To inform AWMAC GIS committee members of any personnel changes to the AWMAC GIS Committee Representative(s), or any AWMAC committee organizational changes.

4. AWMAC Chapter

- 4.1. The final inspection report is forwarded to the AWMAC office for review.
- 4.2. The Chapter may request AWMAC and the AWMAC GIS Committee to undertake part of the GIS Program as laid out in section 700, Inspection Procedures.

5. Architectural Woodwork Manufacturer

- 5.1. If AWMAC is approached by a manufacturer for information or to resolve a GIS problem, AWMAC will forward the manufacturers concerns to the local Chapter(s) or the GIS Committee for review.

6. AWMAC Inspectors

- 6.1. AWMAC oversees the inspector training and certification through its AWMAC GIS Committee and the local Chapters.

7. The Inspection Procedures

- 7.1. In order for the issuance of an AWMAC guarantee, AWMAC manufacturer members must:
 - 7.1.1. be a member in good standing;
 - 7.1.2. have a least one (1) person (owner or manager) in their firm who has successfully completed the current MSQ; and,
 - 7.1.3. have submitted a completed Temperature and Humidity form.
- 7.2. The project must be complete or, if a phased project, that particular phase must be complete for the final inspection report to be reviewed by AWMAC.

7.3. Review of final inspection report process:

- 7.3.1. If the report is deficiency free, complete with records of humidity and temperature conditions from the manufacturer and the GIS inspector, the guarantee process will be initiated.
- 7.3.2. As a guideline, all deficiencies will require re-inspection except those, in the opinion of the Inspector that can be addressed within eight (8) man hours for projects under \$100,000, or within sixteen (16) man hours if over \$100,000 and if no major material replacement is required.
 - 7.3.2.1. If the report has minor deficiencies as defined in 7.3.2, the report will be returned to the AWMAC Chapter office with each rectified deficiency initialed and dated within two (2) weeks of issuance. After the deficiencies are reviewed by the Chapter GIS Director, AWMAC Chapter President and AWMAC President's office the guarantee process will be initiated, at their discretion.
 - 7.3.2.2. If the report has major deficiencies as defined in 7.3.2, the manufacturer will replace, rework and/or refinish the items listed and will notify the AWMAC Chapter office when ready for a re-inspection. Note: a re-inspection will be at an additional cost to the manufacturer.

8. Guarantee

- 8.1. Guarantee Certificates are issued by AWMAC.
- 8.2. AWMAC records and files a copy of Guarantee Certificates.
- 8.3. The AWMAC President signs all project guarantees unless the project was completed by the President's firm.
 - 8.3.1. If the President is in conflict of interest, the Vice Pres. will be the signing officer.
- 8.4. The President may authorize another Director or officer to sign for him if the final inspection report is deficiency free.
- 8.5. AWMAC forwards the guarantee certificate to the project's Chapter to be processed.
 - 8.5.1. If an AWMAC manufacturer member has completed a project in another Chapter, both AWMAC Chapters involved will sign the Certificate of Guarantee. The project's Chapter applies for the guarantee and emails a copy with a memo stating that the guarantee is to be signed by the manufacturer chapter's president and returned to the to the project's Chapter.
 - 8.5.2. The manufacturer's Chapter is notified that the guarantee certificate has been sent by receiving it from the project's chapter; they then invoice the project's Chapter 5% of the inspection fee. (See AWMAC Chapter, Section 400 and Guarantee Procedures, Section 800).

- 9. Any exclusions to the guarantee will be added between the two sentences on the front of the guarantee.

10. Financial Procedures

- 10.1. AWMAC sets an annual rate and invoices the Chapters.

11. Dispute Resolutions

- 11.1. The AWMAC Board of Directors, when called upon, will consider resolving a dispute that has not been resolved by the Chapter or by the AWMAC GIS Committee. The AWMAC Board of Directors findings will be considered final.

12. GIS Forms & Reports

12.1. GIS forms will be posted on and can be downloaded from the AWMAC website.

13. Manual Interpretations & Interim Resolutions

13.1. All manual interpretations will be forwarded to the AWMAC Manual Committee for review.

13.2. The AWMAC Board of Directors, when called upon, will consider disputes that have not been resolved by the Chapter or the AWMAC GIS Committee. The AWMAC Board of Directors' findings will be considered final (See Manual Interpretations & Interim Resolutions, Section 1200).

1. Owner and the Owner's Agent

- 1.1. The AWMAC GIS Committee will assist owners and their agents when requested by AWMAC and/or the local Chapter.

2. AWMAC

- 2.1. AWMAC administers and directs the AWMAC GIS Program through its AWMAC GIS Committee. (AWMAC Governance Policy)
- 2.2. The AWMAC GIS Committee is a standing Committee that reports directly to the AWMAC Board of Directors. (AWMAC Governance Policy)
- 2.3. The AWMAC GIS Committee representative will impartially report the GIS Committee's activities to the AWMAC Board of Directors. This reporting will include:
 - 2.3.1. Meeting agendas and minutes.
 - 2.3.2. Financial (Committee and Chapter).
 - 2.3.3. Annual Business Plan.
 - 2.3.4. Policy and Procedures amendments, additions and deletions.
 - 2.3.5. Any other information deemed necessary by the AWMAC Board of Directors.
- 2.4. The AWMAC GIS Secretary will inform the AWMAC Secretary of any Policy and Procedures amendments, additions and deletions.
- 2.5. Any AWS manual interpretation or interim resolution will be forwarded to the AWMAC GIS Committee.
- 2.6. The AWMAC GIS Secretary/Manager administers and corrects the Inspector Certification Questionnaire, and the Rewrite (if necessary).

3. AWMAC GIS Committee Structure

- 3.1. Governance
 - 3.1.1. Committee members: The AWMAC GIS Committee will be comprised of one (1) representative from each AWMAC Chapter and one (1) AWMAC GIS Director. Voting privileges will be limited to one (1) vote per-Chapter. The Committee elects the chairperson and vice chairperson. The chair, if also a Chapter representative, has voting privileges. The AWMAC GIS Director will vote only in the case of a deadlock. The chairperson will appoint the recording secretary. Guests will be allowed to attend meetings at the discretion of the Committee.
 - 3.1.1.1. The majority of the committee will be manufacturer members. Appointment of a non manufacturer representative will not adversely affect the manufacturer representation.
 - 3.1.1.2. The manufacturer member representative may appoint an alternate notwithstanding 3.1.1.1.
 - 3.1.1.3. All committee members must have passed the current AWS ICQ. When a new member comes onto the committee that person will immediately write the ICQ.
 - 3.1.2. Voting, resolutions & minority opinions:
 - 3.1.2.1. This committee will conduct its meetings according to Roberts Rules of Order
 - 3.1.2.2. Everyone will have a chance to state his or her views. Following the round table format, each person, if they so choose, will make a statement, the last being the chair. During the initial statements there will be no discussion or rebuttals. The chair will then open the floor for discussion and will recognize those that wish to speak.

- 3.1.2.3. Following discussion, any resolution will be forwarded as a motion. If it is at all complex, i.e. more than one (1) short sentence, the motion will be written down first and after reading it will be passed to the secretary. If the motion is seconded then the chair will ask if there are any questions to the motion. After questions, the floor will be open for discussion. At the completion of the discussion there will be a vote on the motion.
- 3.1.2.4. If the vote is not unanimous the minority opinion will be recorded in the minutes along with those opposed to the motion.
- 3.1.3. Quorum: The minimum to form a quorum is 2/3 of the Committee.
- 3.1.4. Meetings will be held in person or electronically at the discretion of the chair.
- 3.2. Standing Subcommittees:
 - 3.2.1. Digital Storage.
 - 3.2.1.1. Approved documents to be sent and filed in "Dropbox" in PDF format.
 - 3.2.1.2. Committee members to be notified by email of any new or modified documents.
 - 3.2.2. Promotional Material.
 - 3.2.3. Operational Procedures.
 - 3.2.4. Errata updates of the ICQ and MSQ.
 - 3.2.4.1. AWMAC to inform the GIS committee of new errata.
 - 3.2.4.2. GIS subcommittee to make the necessary changes to ICQ and MSQ.
 - 3.2.5. Adjudicating Committee will be composed of three GIS Committee Members who are not from the Member or Project Chapter to review, ascertain and where warranted to penalize as determined in Compliance Section 1400.
- 3.3. Communication
 - 3.3.1. All documents to be in Microsoft Word or Excel (Arial 11 font as a default).
 - 3.3.2. All communication should be by email, cc'd to the GIS chair, GIS secretary and whoever else may be deemed necessary. If email is not available then a fax is acceptable. In either case a prompt (48 hours) reply is expected or an acknowledgement of the communication along with anticipated time of reply.
 - 3.3.3. All minutes of the GIS Committee Meetings to be sent to:
 - 3.3.3.1. GIS Committee members.
 - 3.3.3.2. AWMAC Directors and officers.
 - 3.3.3.3. AWMAC Chapter Presidents and Chapter managers.
 - 3.3.3.4. Guests that attended the meeting if deemed appropriate.
- 3.4. Committee Members should:
 - 3.4.1. Serve a minimum of two years.
 - 3.4.2. For continuity, have a maximum change of three (3) members per year.
 - 3.4.3. Be responsible when resigning from the GIS Committee by ensuring that your replacement is well briefed with the Committee's history and current issues. As well, all documents are to be handed over to the incoming replacement.
- 3.5. Prepare an Annual Business Plan for the AWMAC Board of Directors consideration.

4. AWMAC Chapter

- 4.1. The GIS Committee may be requested to administer the GIS Program or parts of the program for a local Chapter due to a lack of resources. At the request of the local Chapter, the GIS representative will coordinate with the GIS Committee. (See Appendix: Stages of GIS Project with AWMAC & Chapter Responsibilities)

- 4.1.1. In the case of a GIS project in an area with no chapter, the inspection will be arranged by the chapter of the successful manufacturer. If the manufacturer resides in an area where there is no chapter, then the AWMAC GIS Committee will decide who is to administer the GIS program on a project-by-project basis.
- 4.2. The Chapter GIS Committee representative will inform the GIS Committee:
 - 4.2.1. Of any Chapter administrative GIS problems, concerns and/or solutions.
 - 4.2.2. Of any local member GIS problems, concerns, and/or solutions.
- 4.3. The Chapter GIS Committee rep. will report to the GIS Committee their statistics from the preceding year, the year to date and the projection for the following year, as per the reporting template:
 - 4.3.1. GIS completed projects.
 - 4.3.2. GIS projects in progress.
 - 4.3.3. GIS revenue, costs and profit/loss.
 - 4.3.4. GIS local liability fund.
 - 4.3.5. GIS inspector rates and travel rates (if any).
- 4.4. The Chapter GIS Committee representative will impartially report to the local Chapter the GIS Committee's activities. This reporting will include:
 - 4.4.1. Meeting agendas and minutes.
 - 4.4.2. Financials.
 - 4.4.3. Annual Business Plan.
 - 4.4.4. Policy and Procedures amendments, additions and deletions.
 - 4.4.5. Any other information deemed necessary.
- 4.5. The AWMAC GIS Committee meetings are to be coordinated with, and at the convenience of, the local Chapter.
- 4.6. The GIS Committee will attempt resolve GIS disputes between Chapters. (See Dispute Resolutions, Section 1000).

5. Architectural Woodwork Manufacturer

- 5.1. The manufacturer may call upon the AWMAC GIS Committee local representative:
 - 5.1.1. To resolve disputes between the members and the Chapter(s)
 - 5.1.2. For GIS information, initially through the Chapter GIS representative, but when necessary through the AWMAC GIS Committee.

6. AWMAC Inspectors

- 6.1. Monitor and update the criteria for inspectors' biannual evaluations.
 - 6.1.1. These documents will remain confidential to the GIS Committee.
- 6.2. The AWMAC GIS Committee will create a new manual review as quickly as possible after the draft manual is received. Inspectors must be recertified before inspecting a GIS job tendered under the new edition.
- 6.3. The AWS Certification Administrator to administer the ICQ.

7. The Inspection Procedures

- 7.1. Monitor and update inspection procedures.

8. Guarantee Procedures

- 8.1. Monitor and update guarantee procedures.

9. Financial Procedures

- 9.1. Meeting Expenses
 - 9.1.1. Travel to be reimbursed.

- 9.1.2. Hotel to be reimbursed.
- 9.1.3. Meals (working, not social) to be reimbursed, cost of food to be reasonable.
- 9.1.4. Liquor costs are not covered.
- 9.2. GIS Secretary/Manager Remuneration: the AWMAC GIS Secretary/Manager will be reimbursed for their time and expenses as determined by the AWMAC GIS committee budget.

10. Dispute Resolutions

- 10.1. When called up the AWMAC GIS Committee (or part of the Committee) will resolve disputes. (See Dispute Resolutions, Section 1000).

11. GIS Forms & Reports

- 11.1. Monitor inspection reporting (Chapter Committee to advise AWMAC Committee of any variance).
- 11.2. Create, monitor and update GIS Forms & Reports.

12. Manual Interpretations & Interim Resolutions

- 12.1. When called upon, the AWMAC Manual Committee (or part of the Committee) will interpret the AWS and make interim resolutions (see Manual Interpretations & Interim Resolutions, Section 1200).

1. Owner and the Owner's Agent

- 1.1. AWMAC and the Chapters promote the GIS program to design professionals. However, it is up to the design professional to include the basic GIS wording in the specifications.
- 1.2. If the architectural woodwork specified is inferior to the minimum AWS, the inspector will highlight and make recommendations during the shop drawing inspection as to any item(s) not in compliance with the AWS. If the design professional's decision is not in compliance with the AWS, the design professional will be notified that this/these item(s) will be excluded from the AWMAC Guarantee.

2. AWMAC

- 2.1. AWMAC administers the GIS Program through its AWMAC GIS Committee.
- 2.2. The AWS is the technical reference for the GIS Program.
 - 2.2.1. If the inspector has a problem interpreting the AWS manual (See Manual Interpretations & Interim Resolutions, Section 1200).

3. AWMAC GIS Committee

- 3.1. All chapters will have a GIS committee, consisting of two people, one (1) of which is a manufacturer member.
- 3.2. Chapters will be represented nationally by their GIS Committee member.
- 3.3. If the manufacturer of a GIS specified project resides in an area where there is no chapter, then the AWMAC GIS Committee will decide who is to administer the GIS program on a project-by-project basis.
- 3.4. All AWMAC chapters to delegate a representative to attend all GIS Committee meetings.

4. AWMAC Chapter Internal Duties

- 4.1. The AWMAC Chapter is the second guarantor.
- 4.2. Monitoring architectural woodwork tender documents:
 - 4.2.1. If there is any reference to the guarantee or inspection of architectural woodwork in the project specification, the local Chapter will initiate the GIS Program.
 - 4.2.2. If the GIS wording is not complete (Inspection or Guarantee included but not both) or if not clear, contact the owner's agent and request an addendum with the correct wording.
 - 4.2.3. Track the tender process to ensure the GIS specification is maintained.
 - 4.2.4. Upon contract award, inform the manufacturer that this is a GIS project, if they have not already relayed that information to the Chapter office.
 - 4.2.5. If the GIS is specified for both the manufacture and installation and a manufacturer member is doing the supply and does not have the contract for the installation, then the chapter office will open two separate files for this project. They will be treated as separate jobs, with separate reports and invoices.
- 4.3. Chapters to have a Representative whose responsibilities include:
 - 4.3.1. The local GIS Program.
 - 4.3.2. Being an AWMAC GIS Committee member. (Note that not all Chapters allow for a designated GIS Representative but have Directors at large that can be granted these duties).
- 4.4. The local GIS Representative's responsibilities:
 - 4.4.1. When it is discovered that the AWI/QCP is specified on a project the local GIS Representative will request a meeting with the design professional to review the GIS program with them.
 - 4.4.2. If the Chapter office/GIS representative is considering varying from the procedure, i.e. holding back a report, the first step is to contact the AWMAC GIS

office and request permission to vary established procedure. The GIS office will then contact a GIS sub-Committee of three (3) who will report to the Committee as a whole before proceeding.

5. Architectural Woodwork Manufacturer

- 5.1. If the manufacturer is a member in good standing at the date of tender closing and maintains that status throughout the project, has completed the current MSQ at time of Guarantee issuance and has submitted a completed Temperature and Humidity form, the manufacturer member may obtain a Guarantee.
- 5.2. Upon contract award the manufacturer will be required to forward the following completed documents to the GIS office:
 - 5.2.1. The AWMAC Request for Inspection Form.
 - 5.2.2. The AWMAC Shop Drawing Coversheet, listings and schedules (for projects tendered after October 1, 2014).
 - 5.2.3. Project specifications and applicable addenda.
 - 5.2.4. Shop Drawings and other relevant information. See section 500, item 7.1.3.
 - 5.2.5. Highlighted floor plan.
 - 5.2.6. Pertinent architectural drawings if applicable.
 - 5.2.7. Relevant information that is required to complete the shop drawing inspection.
- 5.3. Changes to the original contract must be submitted to the local GIS office.
- 5.4. Where specified, notify the GIS office when a sample unit is ready for inspection.
- 5.5. Both AWMAC manufacturer members and non-members' projects are subject to an inspection when specified in the tender documents.
- 5.6. If the manufacturer goes out of business, or has not completed a project, AWMAC and the AWMAC Chapter will not issue a Certificate of Guarantee until the supply and/or installation of a project has been completed by another manufacturer member and a deficiency free final inspection has been issued. Contractual arrangements do not form part of the GIS program.
- 5.7. A pre-tender or post-tender request for deletion of the GIS specification:
 - 5.7.1. Manufacturer member:
It is recommended that the manufacturer refer the request to the Chapter, who will negotiate and resolve this request with the owner or owner's agent (AWMAC manufacturer members are committed to the GIS program).
 - 5.7.2. Non-member:
Chapter office to contact the manufacturer and the owner and/or the owner's agent to explain the benefits of the program.
- 5.8. Submit records of humidity and temperature conditions from date of delivery, during installation and at completion from recordings done by the millworker on site.
- 5.9. The Chapter GIS Representative will be informed when a member is GIS P&P noncompliant. Depending upon the severity GIS issue, the Representative will either resolve the issue or forward the issue to the AWMAC GIS committee. (go to Section 1400, Compliance)

6. AWMAC Inspectors

- 6.1. The AWMAC Chapters appoint, direct, train, certify and reimburse inspectors, under the authority of AWMAC, for services required and/or rendered.
 - 6.1.1. AWMAC requests that an inspector be an independent consultant hired by the Chapter on a per-project basis, and that the inspector work on a Chapter fee involving a set hourly rate, travel time, vehicle mileage allowance and reimbursements of relevant out-of-pocket expenses.

- 6.1.2. It is therefore necessary for inspectors to invoice the Chapter for inspections undertaken. Invoices may be on the basis of one (1) invoice per-inspection, or one (1) invoice for a number of inspections on the same project as negotiated with the office.
- 6.1.3. The AWMAC inspectors will submit reports as outlined in Section 700, (Inspection Procedures) only to the AWMAC Chapter.
- 6.2. If an AWMAC Chapter does not have an inspector, the Chapter will contract an inspector from an existing GIS program in a neighbouring Chapter.
- 6.3. For Inspectors to provide consultations/expert opinions (outside of the GIS program) the following conditions must be met:
 - 6.3.1. The problem lies in the architectural woodwork section of the specifications - Finish Carpentry, Architectural Woodwork or Wood Doors.
 - 6.3.2. The AWS and/or AWMAC Quality Standards has been referenced.
 - 6.3.3. The company that did the work was an architectural woodwork manufacturer or installer.
 - 6.3.4. Project Information, such as project name, who requested the consultation, other parties involved, scope of consultation, etc., to be reviewed by and approved by Chapter President, VP or GIS Director.
- 6.4. For an AWMAC manufacturer Member to provide an expert opinion the following conditions must be met:
 - 6.4.1. The problem lies in the architectural woodwork section of the specifications - Finish Carpentry, Architectural Woodwork or Wood Doors.
 - 6.4.2. The AWS and/or AWMAC Quality Standards does not necessarily need to be referenced (state whether the AWS is specified or not)
 - 6.4.3. A financial evaluation may be part of this report
 - 6.4.4. The company that did the work was an architectural woodwork manufacturer or installer
 - 6.4.5. Project Information, such as; project, who requested the consultation, other parties involved, scope of consultation, etc., to be reviewed by and approved by Chapter President, VP or GIS Director
 - 6.4.6. This policy to be reviewed in one year.

7. The Inspection Procedures

- 7.1. The AWMAC Chapters will administer the inspection service and all projects will only be inspected by AWMAC Certified Inspectors.
 - 7.1.1. In the case of a GIS project in an area with no chapter, the inspection will be arranged by the chapter of the successful manufacturer.
- 7.2. Once the project documents have been received by the inspector, the inspector has seven (7) days to complete the inspection and forward the inspection report to the chapter office.
- 7.3. All certified inspectors, through their respective chapters, are required to have comprehensive Errors and Omissions insurance.
- 7.4. The AWMAC Chapters will appoint their inspectors on a project-by-project basis.
 - 7.4.1. Forward to the inspectors for shop drawing inspection:
 - 7.4.1.1. The completed AWMAC Request for Inspection Form.
 - 7.4.1.2. The completed AWMAC Shop Drawing Coversheet, listings and schedules (for projects tendered after October 1, 2014).
 - 7.4.1.3. Shop drawings.
 - 7.4.1.4. Highlighted floor plan.
 - 7.4.1.5. Relevant section of the project specifications and applicable addenda.
 - 7.4.1.6. Pertinent architectural drawings.
 - 7.4.1.7. Any relevant information that may be required to complete the shop

- drawing inspection.
- 7.4.2. Process Shop Drawing Inspection Report:
 - 7.4.2.1. Review report and make changes only to grammar and spelling.
 - 7.4.2.2. Forward the report to the manufacturer, allowing three (3) business days for the manufacturer to address any issues before sending the report to the design professional and GC.
 - 7.4.2.3. Design professional to sign and return this report.
 - 7.4.3. Where specified, notify the inspector when a sample unit is ready for inspection.
 - 7.4.3.1. Process Sample Unit Inspection Report as in 7.4. 2.1., .2 and .3.
 - 7.4.4. When the Final Site Inspection Request and Temperature and Humidity forms have been submitted, the chapter office to notify the inspector that the project is ready for final inspection.
 - 7.4.5. Process Final Inspection Report:
 - 7.4.5.1. Review report and if needed make changes only to grammar and spelling.
 - 7.4.5.2. Design professional to sign and return this report.
 - 7.4.5.2.1. For non-AWMAC members (or those not in good standing) attach a notification that the manufacturer is to furnish a 2 year maintenance bond, to the full value of the architectural woodwork contract, to the final inspection report, complete with records of humidity and temperature conditions from the inspector and the manufacturer.
 - 7.4.5.2.2. For AWMAC manufacturer members – the chapter office will apply for the Guarantee Certificate by first forwarding the following documents to the chapter GIS director for review and approval. If there were no deficiencies the chapter may forward directly to AWMAC:
 - 7.4.5.2.2.1. The final inspection report (signed by the design professional if there are exclusions).
 - 7.4.5.2.2.2. Record of temperature and humidity conditions from the inspector and the manufacturer.
 - 7.4.5.2.2.3. Final report returned with each rectified deficiency initialed and dated.
 - 7.4.5.2.2.4. Name and date of one (1) owner or manager within the member company who has successfully completed the current MSQ.
 - 7.4.5.2.3. Application for guarantee must be made within seven (7) days.
 - 7.5. The Chapter may call for an inspection at any time if the Chapter has reason to believe that there may be non-compliance issues.
 - 7.6. The Chapter may call for spot inspections on projects that have minor deficiencies and have been granted a guarantee to ensure that the deficiencies have been corrected. Note: Some Chapters delegate the project inspector to monitor the project.
 - 7.7. AWMAC Chapters (being the second guarantor) must remain at arm's length to the inspections. Therefore in the event that a contractually related firm or person has reason to dispute the quality of the architectural woodwork (means, methods or materials) or the findings of an inspector, the local Chapter will (with the possible exception of Section 700, 4.13 – manufacturer's right to respond within three (3) working days)

- 7.7.1. Request the inspector to review the concern and complete a written report.
- 7.7.2. In the event that the project inspector is deemed in conflict for whatever reason, the Chapter will appoint another AWMAC inspector to report on the area of concern.
- 7.7.3. The new inspector may report individually or in collaboration with the project's initial inspector as directed by the local Chapter.
- 7.7.4. Inform all concerned parties (owner, GC, design professional, manufacturer, AWMAC GIS Committee and other Chapter, if needed) of the request for a second inspection.
- 7.7.5. All inspection reports to be forwarded to all parties.

8. Guarantee Procedures

- 8.1. All chapter guarantor signing executives are required to carry comprehensive liability coverage through their respective chapters.
- 8.2. AWMAC forwards the signed Certificate of Guarantee to the local Chapter. The Chapter President (or President's delegate) will sign the Certificate of Guarantee when the following conditions are met:
 - 8.2.1. The Chapter manufacturer member who has completed the project is a member in good standing at time of tender and has maintained that standing throughout the project.
 - 8.2.2. At least one (1) person in the member firm (owner or manager) has successfully completed the current MSQ-
 - 8.2.3. A completed Temperature and Humidity form was submitted with the Final Site Inspection Request form
 - 8.2.4. The project's final inspection report certifies that the material, methods and workmanship concur with the current AWS manual.
 - 8.2.5. The project owner has engaged AWMAC to perform a service (inspections & reports) and to guarantee the end product to AWMAC Standards. AWMAC, the Chapters and the Members have agreed to the GIS Policies and Procedures. Therefore providing an unencumbered Guarantee is not only ethical but also paramount for AWMAC and the Member's credibility. The suggestion that the Guarantee be granted for a lesser quality standard is not a viable option because the specific quality grades are determined when the contract documents reference the AWS. If no grade is stated in the contract documents the default is Custom Grade.
There are three (3) distinct and different types of exclusions that may be included in a Guarantee.
 - 8.2.5.1. Contract specified item(s) in variance to AWS will be excluded from the AWMAC Guarantee. This exclusion is because contract specified items take precedence over the AWS.
 - 8.2.5.2. Project conditions that are beyond the manufacturer's/installer's control that preclude compliance to AWS will be excluded from AWMAC Guarantee.
- 8.1.1.1. Projects that have some AWS sections that are compliant and some sections that are not compliant due to manufacturer's/installer's lack of performance. AWS compliant sections will be granted the Guarantee and those AWS sections that are not compliant will not be guaranteed. This lack of performance to be itemized including value of non-compliant sections and therefore will become a contractual item between the manufacturer and the owner. It is AWMAC's recommendation that sections that are not compliant be covered by a

- two (2) year maintenance bond. Each of these types of exclusions has different procedures. See "Exclusion Procedures" in Appendices
- 8.1.1.2. The Chapter GIS Representative will be informed of the lack of performance regarding member GIS project(s) and/or member who is GIS P&P noncompliant. Depending upon the severity, the GIS Representative will either resolve the issue or forward the issue to the AWMAC GIS committee. (go to Section 1400, Compliance)
 - 8.3. AWMAC guarantees are signed by the President of the local Chapter. If the guarantee in question represents the President's project, then the vice President or other designated authorized signing officer will sign the guarantee certificate.
 - 8.4. Non-AWMAC members are not eligible for the AWMAC Certificate of Guarantee.
 - 8.5. If an AWMAC manufacturer member has completed a project in another Chapter, both AWMAC Chapters involved will sign the Certificate of Guarantee. The Guarantee will then be issued to manufacturer member who have been in good standing throughout the project.
 - 8.6. If the architectural woodwork does not conform to the AWS manual, AWMAC and the AWMAC Chapter will not issue a Certificate of Guarantee until the supply and/or installation of a project has been completed and has passed the final inspection, certifying the workmanship, methods and materials conform to the AWS manual.
 - 8.7. If the architectural woodwork proves to be deficient during the 2 year Guarantee:
 - 8.7.1. Subject to the conditions set forth in the Guarantee, the manufacturer who signed as the primary guarantor will replace, rework or refinish all deficient architectural woodwork on the project, provided that the deficiency of the architectural woodwork is caused wholly as a result of faulty workmanship or defective materials supplied by the manufacturer.
 - 8.7.2. If the manufacturer defaults within the 2-year period of the signed AWMAC Certificate of Guarantee, the onus is then on the second guarantor, the AWMAC Chapter.
 - 8.7.3. AWMAC and its Chapter(s) have considered that they could become the second and first guarantor and that there could be a chance that the supply and/or installation of an architectural woodwork project may become deficient during the two (2) year Guarantee period. AWMAC, during the 1995 AWMAC General Meeting, established a dedicated AWMAC Liability Fund in the event that such a claim may occur.
 - 8.7.4. AWMAC considers that the strength of the GIS Program is based on the fact that it will not issue a Certificate of Guarantee unless the supply and/or installation of the completed architectural woodwork on a project conforms to the AWS manual. Note: some exclusions to the Guarantee may apply.
 - 8.8. Primary Guarantor Default Procedure:
 - 8.8.1. The AWMAC President, Chapter President, Chapter GIS Representative, and AWMAC GIS Committee will be notified immediately after determining that a manufacturer member can no longer fulfill the obligations as first guarantor of an AWMAC Guarantee(s).
 - 8.8.2. The Chapter President will determine if a review is required.
 - 8.8.3. If the Chapter President, upon review, determines exclusively that the manufacturing member cannot meet their obligation under the GIS Guarantee, they will, within three days of such discovery, notify the other members outlined in 8.8.1. of their findings.
 - 8.8.4. The Chapter President will direct the Chapter GIS Representative to determine the value of the deficient work within 30 days of the initial request for warranty work to be performed. The Chapter GIS Representative may consult with

manufacturing member firm estimators, if required, to perform this evaluation. Member firms may charge the chapter at current inspector rates for performing this service. The GIS Representative will present their findings to the Chapter Executive for consideration.

- 8.8.5. The Chapter Executive will consider the estimate within three days of receiving same from the GIS Representative. If the value of the work is under \$5000, the Chapter Executive may direct the work be performed by any qualified workers at their disposal. If the value of the work is over \$5000 it may be offered for tender to any three manufacturing members that can complete the work in a timely fashion. The tendering manufacturers will be responsible for all attendant work that may be involved in resolving the guarantee, including the work of other trades if required. The Chapter President will present the findings of the tender to the Chapter Executive, and a manufacturer will be chosen by the Chapter Executive. The work undertaken by this procedure will be paid out of the Chapter Liability Fund.
- 8.8.6. All remedial work being conducted on behalf of AWMAC must have a minimum of \$2M liability insurance.
- 8.8.7. Upon completion of the work the GIS inspector originally involved in the project will re-inspect to ensure the work has been completed to AWS Standards. The inspector will report their findings to the GIS Representative and the people performing the work.
- 8.8.8. Upon receiving the satisfactory report from the GIS inspector, the GIS Representative will notify the parties requesting the ameliorative action, and the Chapter President that the project has been completed.
- 8.8.9. Upon receiving direction from the Chapter President, the Chapter GIS representative will notify the National GIS Committee Chair and the AWMAC President that the work has been completed.

9. Financial Procedures

- 9.1. The GIS cost is an integral part of the AWMAC mandate to promote quality architectural woodwork and is financed by the Chapters who collect membership dues and inspection fees. These fees and/or dues may vary from region to region.
 - 9.1.1. The inspection costs, which are generally based on the architectural woodwork subcontract, are borne by the owner. The owner forwards the money in trust to the manufacturer or GC (when inspection costs are under Cash Allowance). If the GIS is specified on a project the cost becomes part of the tender.
 - 9.1.2. If the value of the architectural woodwork portion is less than 75% of the total contract, then the GIS fee will be based on the architectural woodwork portion only, when the project value is over \$135,000.
 - 9.1.3. If there is a change in the contract value, the inspection cost would be adjusted to encompass changes in contract value.
 - 9.1.4. Extra billing. The chapter will invoice for inspector's time including travel to re-inspect any major deficiencies as required. This includes shop drawings, sample units, shop and site work.
- 9.2. If a manufacturer does not reveal the contract value on a project, the manufacturer may have to accept the Chapter's quotation for its Inspection Service. Depending on the circumstances, a Chapter may require a deposit before any inspection work is done.
- 9.3. Accounting:
 - 9.3.1. Invoice and collect inspection fees.
 - 9.3.2. Process inspection costs.
 - 9.3.3. This money shall not be reallocated to general revenue.

- 9.3.4. The chapter liability fund will be maintained as a separate line item on the chapter financial statements. And will be submitted annually to the GIS committee.
- 9.3.5. The GIS committee understands the problems of low GIS revenue chapters but also would ask these chapters to try to put more finances aside in the case of any potential liability.

10. Dispute Resolutions

- 10.1. If the manufacturer disputes the result of a GIS inspection, he/she may request, at their expense, another inspector to re-inspect and report. (AWMAC and the AWMAC Chapter will not issue a Certificate of Guarantee until the supply and/or installation of a project has been completed and has passed the final inspection certifying the workmanship, methods and materials conform to the *AWS* manual).
- 10.2. If the manufacturer has a contractual dispute, that dispute is beyond the scope of the GIS Program. Contractual arrangements do not form part of the GIS program.
- 10.3. For all other disputes see Dispute Resolutions, Section 1000.

11. GIS Forms & Reports

- 11.1. Chapters are to keep an electronic copy of all documentation pertaining to GIS projects for a period of seven years. Chapters to keep a paper copy of all documentation for a period of three (3) years from date of Guarantee.

12. Manual Interpretations & Interim Resolutions

- 12.1. Chapters are to inform respective members of manual interpretations and interim resolutions. (See Manual Interpretations and Interim Resolutions, Section 1200).

1. Owner and the Owner's Agent

- 1.1. The owner and the owner's agent (design professional, GC, etc.) are AWMAC and the AWMAC Chapter's clients.

2. AWMAC

- 2.1. The AWS manual is the technical reference for the GIS Program.

3. AWMAC GIS Committee

- 3.1. The AWMAC GIS Committee will assist in resolving interpretation disputes that are not resolved between the manufacturer and the Chapter. (See Section 600, 3.1)

4. AWMAC Chapter

- 4.1. If there is any reference to the guarantee or inspection of architectural woodwork in the project specifications, the local project Chapter will initiate the GIS Program.
- 4.2. If the project is not in the local Chapter's jurisdiction, the local project's Chapter will administer the GIS Program. Your local Chapter will assist with contact information.

5. Architectural Woodwork Manufacturer Benefits & Responsibilities**5.1. Policy**

- 5.1.1. When the GIS is stated in the project documents, AWMAC Manufacturers who are in good standing and the particular project's woodwork meets or exceeds the AWMAC Quality Standards, as a privilege and benefit, AWMAC and their local chapter will guarantee their project for two years in lieu of a maintenance bond.
- 5.1.2. The Manufacturer, when the GIS is stipulated in the contract documents, is assured from tendering through to completion that the materials, processes and workmanship will be inspected and reported solely on the AWS stipulated grade(s).
- 5.1.3. The Manufacturer Member is required to:
 - 5.1.3.1. Manufacture and/or install architectural woodwork to the specified with the AWS grade(s).
 - 5.1.3.1.1. When architectural woodwork does not meet AWMAC quality standards due to member lack of performance, the Member will be subject to the Exclusion and Consequence Procedures (go to Section 1400 Compliance).
 - 5.1.3.2. Comply with the GIS Policies and Procedures.
 - 5.1.3.2.1. When the Member does not comply with GIS Policies and Procedures, the member will be subject to the GIS P & P Compliance and Consequences Procedures (go to Section 1400 Compliance).

5.2. Responsibilities

- 5.2.1. Include the cost of the GIS as part of the tendered lump sum, not as a separate line item.
- 5.2.2. Markets where (or tender documents that state) the supply and install scopes of work are different contracts, the supplier manufacturer and installer contractor must include the cost of the GIS in their separate tender amounts. It is suggested that the manufacturer use the Separate Contracts for Supply and Installation Form. (See GIS Forms and Reports, Section 1100).

- 5.2.3. Pre-tender or post-tender request for deletion of the GIS specification: it is recommended that the manufacturer refer the request to the Chapter, which will negotiate and resolve the request with the owner or owner's agent. (AWMAC manufacturer members are committed to the GIS program and are required to refer any questions for deletion to the project Chapter office.)
- 5.2.4. A Manufacturer Member in Good Standing is one who, amongst other requirements, pays AWMAC invoices within 60 days. If a Member is Not in Good Standing, reports will only be issued if all invoices are paid in full for the GIS project in question. If invoices remain unpaid 5 business days after the report is ready for release, the design professional and general contractor will be notified.
- 5.2.5. An AWMAC Guarantee will only be issued if the manufacturer member is a member in good standing.

6. AWMAC Inspectors

- 6.1. The AWMAC Chapters appoint, direct, train, certify and reimburse inspectors, under the authority of AWMAC, for services required and/or rendered.

7. The Inspection Procedures

- 7.1. After contract award and prior to manufacture, the manufacturer will be required to forward the following completed documents to the Chapter/GIS office. Note: all correspondence to/from the Chapter office, AWMAC manufacturer members and GIS inspectors will be conducted by email where possible.
 - 7.1.1. AWMAC Request for Inspection Form.
 - 7.1.2. AWMAC Shop Drawing Coversheet, listings and schedules (for projects tendered after October 1, 2014).
 - 7.1.3. Copy of shop drawings which conform to AWS, Section 1, and if available, the design professional review notes.
 - 7.1.4. If the specifications reference the AWS and items in the architectural drawings are non-compliant, the architectural specifications will prevail and such deviations cannot be adjudicated using the standards as a basis. Design professional to acknowledge a variance to the standards.
 - 7.1.5. Highlighted floor plan.
 - 7.1.6. Project specifications and applicable addendum.
 - 7.1.7. Pertinent architectural drawings if applicable.
 - 7.1.8. Any relevant information that may be a required to complete the shop drawing inspection.
 - 7.1.9. The manufacturer receives the shop drawing report and has three (3) working days to comment to the Chapter office before the Chapter forwards report to the owners.
 - 7.1.10. Any comments received from the manufacturer are sent on to the owner or owner's agents along with the inspection report.
- 7.2. **Sample Unit Inspection:** when applicable, notify the project Chapter and coordinate inspection.
 - 7.2.1. The manufacturer receives the sample report and has three (3) working days to comment to the Chapter office before the Chapter forwards the report to the owners
 - 7.2.2. Any comments received from the manufacturer are sent on to the design professional and GC along with the inspection report.
- 7.3. When the manufacturer is on site he/she is to measure and record daily site humidity and temperature conditions prior to delivery, upon delivery, during installation and at completion. It may be necessary to take more than one (1) reading per day depending on different site areas and exposures.

- 7.3.1. If the humidity and temperature conditions are in variance to acceptable AWS prior to delivery, notify the GC that delivery will be postponed until the conditions are rectified or the GC signs off and thereby assumes all liability. Copy this correspondence to the design professional and the local AWMAC office.
- 7.3.2. If at any other time the temperature and humidity conditions are in variance to AWS, advise the GC immediately, followed with written notification. Copy this correspondence to the design professional and the local AWMAC office.
- 7.4. **The Final Site Inspection Request Form** will be sent to the project's local Chapter when the project requires its final inspection, either at site or at manufacturer's plant.
 - 7.4.1. The inspector will proceed only after having been assured that all deficiencies have been addressed and the manufacturer is satisfied that their work will conform to all requirements.
 - 7.4.2. It is in the best interest of the manufacturer to have a qualified agent accompany the inspector to make minor adjustments etc.
 - 7.4.3. The manufacturer receives the final inspection report and has three (3) working days to comment to the Chapter office before the Chapter forwards the report to the owners.
 - 7.4.4. Any comments received from the manufacturer are sent on to the design professional and GC along with the inspection report.
- 7.5. Records of humidity and temperature conditions will be submitted to the local AWMAC Chapter office with the final inspection report.
- 7.6. Changes to the original contract must be submitted to the local GIS office.
- 7.7. If the project is subject to a maintenance bond, rather than a guarantee, the GIS program is complete when the final inspection report has been issued.
- 7.8. If the project is subject to a guarantee and there are no deficiencies, the guarantee process will be initiated.
 - 7.8.1. If the project is subject to a guarantee and there are minor deficiencies, (i.e. door adjustments) the guarantee process will be initiated only after the final report has been returned to the AWMAC Chapter office with each rectified deficiency initialed and dated.
 - 7.8.2. The definition of minor deficiencies is as follows:
 - 7.8.2.1. As a guideline, all deficiencies will require re-inspection except those, in the opinion of the Inspector that can be addressed within eight (8) man hours for projects under \$100,000, or within sixteen (16) man hours if over \$100,000 and if no major material replacement is required.
 - 7.8.2.2. No materials are being replaced.
 - 7.8.2.3. No refinishing is being done.
 - 7.8.3. If the project is subject to a guarantee and there are major deficiencies, the guarantee process will not be initiated. After the remedial work is complete, a re-inspection will be undertaken at the manufacturer's expense. This inspection will be treated as the final inspection as noted above.

8. Guarantee Procedures

- 8.1. If the manufacturer is a member in good standing throughout the project, and who has a least one (1) owner or manager in their firm who has successfully completed the current MSQ, and who has submitted a completed Temperature and Humidity form, the manufacturer member may obtain a Guarantee.
- 8.2. The local Chapter sends three (3) copies of the Guarantee Certificate (signed by the AWMAC President and AWMAC Chapter President) to the manufacturer.
 - 8.2.1. The manufacturer signs all copies as the primary guarantor and returns one (1)

copy to the chapter GIS office and sends one (1) copy to the GC / project manager.

8.2.2. The chapter GIS office forwards one (1) copy by emails (both sides) to the owner's representative and the GC / project manager.

8.2.3. The chapter office files one (1) copy and forwards one (1) electronic copy to AWMAC.

8.3. Guarantee Exclusion Policy

8.4. The project owner has engaged AWMAC to perform a service (inspections & reports) and to guarantee the end product to AWMAC Standards. AWMAC, the Chapters and the Members have agreed to the GIS Policies and Procedures. Therefore providing an unencumbered Guarantee is not only ethical but also paramount for AWMAC and the Member's credibility. The suggestion that the Guarantee be granted for a lesser quality standard is not a viable option because the specific quality grades are determined when the contract documents reference the AWS. If no grade is stated in the contract documents, the default is Custom Grade.

There are three (3) distinct and different types of exclusions that may be included in a Guarantee.

8.5. Contract specified item(s) in variance to AWS will be excluded from the AWMAC Guarantee. This exclusion is because contract specified items take precedence over the AWS.

8.6. Project conditions that are beyond the Manufacturer's control that preclude compliance to AWS will be excluded from AWMAC Guarantee.

8.7. Projects that have some AWS sections that are compliant and some sections that are not compliant due to Manufacturer's lack of performance. This lack of performance to be itemized including value of non-compliant sections and therefore will become a contractual item between the Manufacturer's/Installer's and the owner. It is AWMAC recommendation that sections that are not compliant be covered by a two (2) year maintenance bond.

8.8. Guarantee Exclusion Procedures (go to Exclusion and Consequence Procedures Section 1400 Compliance).

9. Financial Procedures

9.1. The GIS cost is based on the architectural subcontract plus all change orders. If the value of the architectural woodwork portion is less than 75% of the total contract, then the GIS fee will be based on the architectural woodwork portion only, when the project value is over \$135,000.

9.2. The owner's GIS payment to the manufacturer is held in trust to be paid to the local Chapter.

9.3. AWMAC manufacturer members are billed accordingly.

9.4. Non-members are C.O.D. at shop drawing submittal stage.

9.5. Extra charges will be assessed to the manufacturer if:

9.5.1. Shop drawing information is not complete / requires a further inspection and report.

9.5.2. Final inspection finds deficiencies that require a re-inspection.

10. Dispute Resolutions

10.1. If you have any concerns contact your local Chapter office in writing.

11. GIS Forms & Reports

11.1. Forms are available from the AWMAC website: www.awmac.com.

12. Manual Interpretations & Interim Resolutions

12.1. If you have any concerns contact your local Chapter office in writing.

1. Owner and the Owner's Agent

- 1.1. The owner and the owner's agent (design professional, GC etc.) are the AWMAC and AWMAC Chapter's clients.
- 1.2. The inspector may discuss architectural woodwork concerns with the owner and the owner's agent but will not communicate their findings except in their written reports.

2. AWMAC

- 2.1. The current English (or French where applicable) *AWS* manual at time of tender, approved by AWMAC, is the technical reference for the GIS Program. It is recognized that the French version may at times lag behind the current English edition due to the time and resources necessary to complete the translation process.

3. AWMAC GIS Committee

- 3.1. The Chapter will contact the AWMAC GIS Committee to resolve disputes and interpretations relating to the GIS that were brought forward by the inspector but were not resolved by the Chapter.

4. AWMAC Chapter

- 4.1. The AWMAC Chapters contract their inspectors for services rendered.
 - 4.1.1. AWMAC requires that an inspector be an independent consultant hired by the Chapter on a project basis, and that the inspector work on a negotiated fee basis involving a set hourly rate, travel time, vehicle mileage allowance and reimbursements of relevant out-of-pocket expenses.
 - 4.1.2. If an AWMAC Chapter does not have an inspector on contract, the Chapter will contract an inspector from an existing GIS program in a neighbouring Chapter.
 - 4.1.3. Inspectors are contracted on a project-by-project basis by the Chapter.
- 4.2. All inspectors will be subject to AWMAC Inspector Certification as set out in Section 600, item 6.4.
- 4.3. All Certified Inspectors, through their respective chapters, are required to have comprehensive Errors and Omissions insurance.

5. Architectural Woodwork Manufacturer

- 5.1. It is permissible to verbally point out concerns to the manufacturer's representative on the job-site so that those concerns may be promptly addressed.

6. Inspector Criteria

- 6.1. **Profile** - The principal requirements for an AWMAC GIS inspector include the following:
 - 6.1.1. Must be knowledgeable of building construction in general and architectural woodwork in particular.
 - 6.1.2. Must be familiar with plans, specifications, and shop drawings.
 - 6.1.3. Must understand and be able to interpret the *AWS*, latest edition.
 - 6.1.4. Must be able to produce a concise, comprehensive and well organized report.
 - 6.1.5. Must be competent in the use of word processing software and electronic mail.
 - 6.1.6. Must be physically able to perform job-site inspections.
 - 6.1.7. Must be available to perform inspections in a timely manner.
 - 6.1.8. Must be impartial and not in conflict with the work being inspected.
 - 6.1.8.1. Have read and signed off on the GIS Inspectors' Conflict of Interest Document (appendix) annually.
 - 6.1.8.2. Will **not** inspect any project/product where he/she was previously

employed by or contracted to any of the contractually involved parties for a minimum of two years unless authorized by the GIS Committee.

- 6.1.8.3. Will not inspect and report on GIS or other deemed AWMAC projects and/or products for other parties unless authorized by the GIS Committee and/or local chapter GIS administrator.

6.2. Inspector Responsibilities

- 6.2.1. When assigned to a project, the inspector will base their report on the information forwarded by the Chapter and complete the three (3) phase inspection process.
- 6.2.2. Inspections and reports are to be completed within seven (7) days upon receipt of documents (shop drawings) or notification by manufacturer (sample and site inspections)
- 6.2.3. All reports are submitted to the Chapter office for distribution, and under no circumstances may they be sent directly to other parties by the inspector.
- 6.2.4. The use of photos is at the inspector's discretion. Be aware that photos should only be used to clarify an issue, not to highlight or draw unwarranted attention to a detail at the expense of the total report.
- 6.2.5. Inspectors to retain all project specific documents until the Guarantee for that project has expired.
- 6.2.6. The inspector will provide his own inspector's kit (AWS manual, temperature and humidity meter, inspector badge and hard hat supplied by Chapter office)

6.3. Inspection Kit

- 6.3.1. A folding ruler and a minimum 12' (3.65 m) tape with both metric and imperial divisions.
- 6.3.2. Multi-driver with bits (Slot, Phillips, and Robertson).
- 6.3.3. A small mirror to check top and bottom of doors (a dental mirror is good).
- 6.3.4. A straight edge (min 7") to check telegraphing of doors (a 12" combination square is good).
- 6.3.5. A set of feeler gauges – flat type, metric preferred.
- 6.3.6. A 12" 'Torpedo' level.
- 6.3.7. A plumb bob c/w line.
- 6.3.8. About a 4m length of nylon cord, two (2) equal thickness spacer blocks, and masking tape (to check warp or twist of doors).
- 6.3.9. A magnifying glass.
- 6.3.10. Outside calipers.
- 6.3.11. A flashlight.
- 6.3.12. A small metal bar exactly 3mm (1/8") thick to check door/drawer gaps.
- 6.3.13. A sharp pencil(s) and a notebook or clipboard with ruled paper.
- 6.3.14. A sharp pocket knife.
- 6.3.15. A current AWS manual.
- 6.3.16. A hard hat.
- 6.3.17. Approved safety boots and safety glasses if required.
- 6.3.18. A temperature and humidity meter.
- 6.3.19. AWMAC GIS Certified Inspector's badge

6.4. Inspector Certification Procedure

- 6.4.1. Recruiting an Inspector
- 6.4.1.1. Potential inspector to complete the ICQ. Pass rate minimum 95%. If the candidate passes he/she becomes an interim inspector. If the mark is 85% to 94% then the candidate must do a "Rewrite" based on the problem areas of the first ICQ document. The Rewrite must raise the candidates overall score to 95% or better. If the candidate scores

less than 85% on the initial ICQ or less than 95% on the ICQ plus the Rewrite the candidate fails and must reapply to write another review not within fourteen (14) days. At this stage the candidate is not considered an interim inspector and cannot inspect projects independently. The ICQ is administered electronically, kept on file at the Chapter level, with a copy forwarded to AWMAC. The potential inspector cannot challenge the ICQ within fourteen (14) days.

- 6.4.1.2. If a potential inspector passes the ICQ he/she becomes an Interim inspector. To be paid at a rate determined by the Chapter.
- 6.4.1.3. The ICQ will consist of approximately 250 multiple choice questions; approximately 90% from the current edition of the AWS and Errata (as they become available) and approximately 10% from the current edition of the AWMAC GIS Policy and Procedures Manual.
- 6.4.1.4. The Inspector being recruited sends an email to the AWS Certification Administrator at aws.certified@awmac.com requesting an ICQ. When complete the ICQ is emailed back in excel format to the AWS Certification Administrator for marking.
- 6.4.1.5. See Appendix 4, Condensed Inspector Certification Procedure.
- 6.4.2. Training an Interim Inspector
 - 6.4.2.1. An interim inspector must complete the inspection of four (4) GIS projects – each including shop drawing, mock-up and site inspections. Inspections will be done with an existing inspector.
 - 6.4.2.1.1. First project inspection is a learning tool. Interim inspector observes and shadows inspector.
 - 6.4.2.1.2. Second project inspections are a collaboration.
 - 6.4.2.1.3. Third project inspections – independent reports are produced and assessed.
 - 6.4.2.1.4. Fourth project inspections – independent reports are produced and assessed (by a second certified inspector).
 - 6.4.2.2. The interim inspector will be deemed competent to the satisfaction of the Chapter GIS Director when he/she demonstrates the following:
 - 6.4.2.2.1. Ability to inspect shop drawings in an acceptable and timely manner.
 - 6.4.2.2.2. Ability to produce GIS forms and reports in an acceptable and timely manner.
 - 6.4.2.2.3. Ability to participate in inspections in a reasonable and timely manner.
 - 6.4.2.2.4. Ability to communicate with the local Chapter and GIS office in an acceptable and timely manner.
 - 6.4.2.2.5. Ability to conduct him/herself and represent AWMAC in a professional and unbiased manner.
 - 6.4.2.2.6. Is thoroughly familiar with the operation of and will fully utilize the inspector's tool kit during an inspection.
 - 6.4.2.2.7. Is thoroughly familiar with and will fully utilize the most current edition of the AWS and the GIS Policy and Procedures Manual.
 - 6.4.2.2.8. Is thoroughly familiar with architectural drawings and specification documents.
 - 6.4.2.3. The interim inspector will now become a Certified AWMAC GIS inspector upon Chapter approval and recommendation from the AWMAC GIS Committee to AWMAC.

- 6.4.2.3.1. At this point the inspector is limited to inspecting projects valued at less than \$100,000.
- 6.4.2.3.2. Upon Chapter recommendation to the AWMAC GIS Committee, and with the AWMAC GIS Committee's approval, this limitation will be removed.
- 6.4.2.4. Once the inspector becomes a certified inspector the chapter representative to request a certificate and badge from AWS Certification Administrator.
- 6.4.3. Evaluating an Inspector
AWMAC and its Chapters consider the performance of its Certified GIS Inspectors critical to the well-being of the GIS Program.
 - 6.4.3.1. Chapter to review each inspector once every two years or whenever deemed necessary.
 - 6.4.3.2. Review process:
 - 6.4.3.2.1. Chapter representative to review a minimum of one (1) current GIS project prior to review. Review will consist of studying the project specifications and plans, the shop drawings, all inspection reports and includes a walk-through of the project.
 - 6.4.3.2.2. Both the inspector and chapter representative to complete the Evaluation Form prior to meeting. (see Appendix 6)
 - 6.4.3.2.3. The Review meeting participants will consist of the inspector, the chapter GIS representative and one (1) other chapter representative.
 - 6.4.3.3. Evaluation and any other data to be filed with the AWMAC chapter and AWMAC GIS committee secretary.
 - 6.4.3.4. All inspectors will complete an updated ICQ within three (3) months of the effective date of a new edition of the Standards and/or every five years, whichever comes first, or at the discretion of the AWMAC GIS Committee.

7. Inspection Procedures

- 7.1. See Inspection Procedures, Section 700.

8. Guarantee Procedures

- 8.1. The inspector is not part of this process.

9. Financial Procedures

- 9.1. Inspectors are contracted as independent consultants to the Chapter on a per-project basis. Inspectors work on a set Chapter fee involving a set hourly rate, travel time, vehicle mileage allowance and reimbursements of relevant out-of-pocket expenses.
 - 9.1.1. Inspectors invoice the Chapter for inspections undertaken. Invoices may be on the basis of one (1) invoice per-inspection or one (1) invoice for a number of inspections on the same project as negotiated with the office.
 - 9.1.2. As an independent consultant, the inspector is liable for all government taxes etc.

10. Dispute Resolutions

- 10.1. Any concerns are forwarded to the local Chapter office in writing.

11. GIS Forms & Reports

- 11.1. Forms are available from the AWMAC website: www.awmac.com.

12. Manual Interpretations & Interim Resolutions

- 12.1. Any concerns are forwarded to the local Chapter office in writing. If there is an urgent need for an interpretation/resolution the Chapter office is to be informed immediately. The AWMAC Manual Committee will assist in making a ruling in a timely fashion.
- 12.2. If the inspector is asked to comment on this particular problem by any party except the local Chapter office or GIS Committee the response will be “this area of concern has been (or will be) forwarded to the AWMAC Manual Committee for comment.”
- 12.3. If the inspector perceives that this area of concern warrants an AWS Improvement Suggestion Form, the inspector will refrain from writing an AWS Improvement Suggestion Form until the particular area of concern is resolved. Although AWMAC fully supports the inspector’s freedom and encourages the inspectors to write AWS Improvement Suggestion Forms, the inspector must not be an advocate for change when inspecting but is to report only on the area of concern.
- 12.4. After resolution, the inspector may write an AWS Improvement Suggestion Form detailing the problem in a generic fashion.

1. The Inspection Service

The AWMAC Inspection Service is based on a three (3) phase inspection process, with a written report issued by an AWMAC appointed inspector at each phase. This process may be preceded by a pre-tender inspection.

2. Inspection Reference

Projects will be inspected using the current AWMAC standards manual at time of tender.

3. Pre-Tender Inspection

The AWMAC Chapter offers, at no charge, a pre-tender inspection of the architectural plans and specifications prior to tender call on projects that will have the GIS specified. An AWMAC inspector will review the architectural plans and specifications to flag any apparent errors, omissions, contradictions, or other concerns, which could result in confusion during the tendering, manufacturing or installation stage of the project.

4. Phase One: Shop Drawings Inspection

- 4.1. Copies of shop drawings complete with the relevant contract documents are submitted by the manufacturer to the AWMAC Chapter office who will pass them on to the assigned inspector.
- 4.2. The review of the shop drawings by the inspector is in addition to, and does not replace the review by the design professional and may be done before, during or after the design professional's review.
- 4.3. It is important to differentiate between the project documents and the AWS manual. An item may conform to Standards but not to the project documents and vice versa.
- 4.4. The shop drawings will comply with AWS Section 1 Submission Standards.
- 4.5. The inspector will determine whether or not the method and materials indicated on the shop drawings conform to the current AWS manual and may also indicate deviation from architectural drawings and specifications.
- 4.6. If the shop drawings and the cover sheet do not give all the information required for the inspector to form an opinion for the shop drawing inspection report.
 - 4.6.1. The inspector may request clarification in writing. If this information is forthcoming in timely fashion the inspector will complete his review and submit the shop drawing report.
 - 4.6.2. If this information is not received within three (3) working days, the inspector will submit the shop drawing inspection report noting missing information. Once the manufacturer submits the missing information it will be forwarded on to the design professional and GC in the format received.
- 4.7. The inspector will write a report outlining their observations regarding the shop drawing inspection.
- 4.8. The inspector submits his inspection report to the Chapter office. The office edits the report for grammar and uniform format. If the report is substantially changed due to grammar or unclear writing, the original report is saved on the computer, the revised report is labelled "...R2" and is sent to the inspector for review. (No changes to the meaning or content of the report are allowed and minor changes to the report do not need to be sent back to the inspector).

- 4.9. The AWMAC Chapter Office will send a copy of the shop drawing report to the manufacturer first. The manufacturer has three (3) business days to respond to this report. The manufacturer's comments (if any) are then sent with the report to the design professional and the GC.
- 4.10. Note: When Inspection Reports are sent to the manufacturer the following words will be used on the cover: "Please review the attached Inspection report and provide a written response as to any errors or changes. Your response will go out with the Inspection Report to the design professional and the GC. We will hold this report for three (3) days, to give you the opportunity to review and respond before releasing it. Reports are to be released only from the local AWMAC Chapter office."
- 4.11. For further Inspection Report inclusions see AWMAC Inspection Reports – Notes for the Inspector, Section 700, item 8.
NOTE: Inspector and chapter office communication with manufacturer is necessary before all physical inspections.

5. Phase Two: Sample or Prototype Unit Inspection (if specified)

- 5.1. The manufacturer will arrange with the Chapter office and the inspector a time to inspect the sample or prototype unit either on site, at the manufacturer's plant or at another practical location.
 - 5.1.1. The inspector keeps track of his projects and will arrange for an inspection if the manufacturer fails to contact the Chapter office of the inspector in a timely fashion according to the Request for Inspection form.
- 5.2. The unit, which preferably can be incorporated into the project, will include all typical elements. The inspection will compare the use of materials, joinery methods, cabinet door sizes, shelf spans, edge banding, plastic laminate joint locations and backing requirements, finishes, etc. with the previously inspected shop drawings and the AWMAC Shop Drawing Coversheet. The inspector will inspect the unit in terms of the standards of "good workmanship and finishes" as outlined in the AWS manual.
- 5.3. The inspector will inspect the mock-up as to whether or not the methods and materials are consistent with the inspected shop drawings. The inspector will write a report outlining their observations regarding the inspection of the sample or prototype unit. All deviations from the "good workmanship standards" and shop drawings will be noted. This process is intended to establish the sample unit as the "quality control standard" for the remainder of the architectural woodwork and any work which does not conform should not be approved on subsequent site inspections.
- 5.4. On a relatively large project where a sample or prototype unit has not been specified, it may be advantageous for the inspector to check work in progress at the manufacturing plant.
- 5.5. The AWMAC Chapter office will send a copy of the inspection of the sample or prototype unit report to the manufacturer first. The manufacturer has three (3) business days to respond to this report. The manufacturer's comments (if any) are then sent with the report to the design professional and the GC.
- 5.6. Phase Two will not usually apply if the design professional does not call for a sample or prototype unit.

6. Phase Three: Site Inspection(s)

- 6.1. Prior to Site Inspection
 - 6.1.1. The manufacturer will submit to the Chapter office the completed Final Site Inspection Request and Temperature and Humidity forms only when the following conditions are met:
 - 6.1.1.1. The project is ready for final site inspection.

- 6.1.1.2. The manufacturer believes the project will conform to the current standards.
- 6.1.1.3. All known deficiencies have been corrected.
- 6.1.2. The inspector keeps track of his projects and will arrange for an inspection if the manufacturer fails to contact the Chapter office of the inspector in a timely fashion according to the Request for Inspection form.
- 6.1.3. The manufacturer and/or GC will be contacted to arrange a specific time for access to the site and when deemed necessary, ensure that a guide is available. The foreman of the installation crew is usually a good guide and can frequently have minor deficiencies corrected "while you wait" so that they need not be reported. On smaller projects a guide may not be needed but in all cases the inspector must be provided with floor plans with all items to be inspected highlighted.
- 6.1.4. The Chapter in consultation with the manufacturer may decide that on larger projects specific areas or phases will be inspected, as they become available.
- 6.1.5. The inspector will become familiar with the project prior to arrival on site for final inspection. In particular he will re-check the specifications, shop drawings, and previous reports to become re-acquainted with the project. (In some cases it may have been a considerable time since the previous reports.)
- 6.1.6. The inspector will contact the manufacturer to schedule arrangements prior to arrival on site. (i.e. security, safety, meeting of site contact, location of sample unit, updated deficiency list). The inspector will inspect the manufactured goods based on the inspected shop drawings and the sample or prototype unit.
- 6.1.7. When the manufacturer is on site he/she is to measure and record daily site humidity and temperature conditions prior to delivery, upon delivery, during installation and at completion. It may be necessary to take more than one (1) reading per day depending on different site areas and exposures.
- 6.1.8. The manufacturer will confirm that the GC is also making site humidity readings. In cases where the member manufacturer is being pressured to install work before the proper site conditions are met, they will call the office to send an inspector to do a humidity test and write a report stating that the architectural woodwork will not be guaranteed if the site conditions do not meet the AWS. The report will be processed quickly and sent to the manufacturer, GC and design professional.
- 6.1.9. The inspector will also use the AWMAC GIS Inspector Checklist as shown in section 1100, GIS Forms & Reports. The completed checklist will be submitted with the final report to the local chapter office.
 - 6.1.9.1. The AWMAC GIS Inspector Checklist is submitted to the design professional, GC and manufacturer.
- 6.2. Site Inspection
 - 6.2.1. Check in at the site office, explain the purpose of the visit, and meet the guide. Site security may require signing in and issuance of a visitor's badge. Be sure all safety and security requirements are understood and complied with. We suggest wearing a hard hat whether or not it is required. The inspector should always wear approved safety boots. Remember that the inspector represents the Association and the GIS program may be judged by his conduct on site.
 - 6.2.2. If the inspector quickly determines that, in his opinion, the site is not ready for inspection; he should not proceed, but should notify the Chapter office of his conclusion.
 - 6.2.3. As the inspector proceeds around the site he/she should make sure that all items included in the architectural woodwork contract covered under the GIS are

inspected. If not sure, he/she should ask the guide or refer to the shop drawings. If the contract does not include installation, it is still advisable to note any non-conformity with the specifications and/or AWS manual but without expressing an opinion as to responsibility.

- 6.2.4. The inspector will probably find that he/she quickly gets a general impression of the overall quality of the project. Good jobs are easily and quickly inspected, as there will be little if anything on which to comment negatively. Positive comments on above average jobs may sometimes be appropriate. On poorer jobs the same concerns will probably be found throughout. The more difficult jobs are those that present concerns requiring the inspector to make an objective judgment as to conformity with the standards of workmanship as defined in the AWS manual.
- 6.2.5. Make sure that notes made on site are sufficiently complete to enable the preparation of a full and comprehensive report. There is no reason why the inspector should not comment favourably if, in his opinion, the project or some element of the project is particularly well executed.
- 6.2.6. Reserve comments regarding quality issues etc. to your report. Do **not** verbalize your findings to the owner or owner's agent.
- 6.2.7. Inspector will measure and record relative humidity and temperature when on site. (see Humidity and Temperature Report form, Section 1100)

7. Report Requirements

- 7.1. Reports will be submitted to the Chapter office using the AWMAC inspection report template and contain all pertinent information about the project and the parties involved. (See sample reports, Section 1100. Apart from minor corrections of punctuation, grammar, or spelling, no changes to the report will be made without the permission of the inspector. If the report is substantially changed due to grammar or unclear writing, the original report is saved on the computer, the revised report is labelled "...R2" and sent to the inspector for review. (No changes to the meaning or content of the report are allowed and minor changes to the report do not need to be sent back to the inspector). Both original and revised inspection reports will be kept on the computer. Only the revised hardcopy version will be kept with the file.
- 7.2. The report will note the date and time and those persons accompanying the inspector during the inspection. It will also note the site conditions, stage of completion and whether the site was occupied and in use by the tenant or owner. A record of the relative humidity and temperature will be included with every site inspection.
- 7.3. The report should make clear what was inspected.
- 7.4. The report does **not** require detailed descriptions of the type of architectural woodwork inspected. The parties involved are already conversant with it.
- 7.5. General concerns and observations occurring throughout the project will be itemized and fully described but need to be mentioned only once in the report. All observations and or concerns will make reference to the section of the AWS and/or the specification.
- 7.6. Specific concerns and observations will be itemized and described with the location given in terms of room #, elevation, or other means. Specific concerns and observations will make reference to the section of the AWS manual and/or the specifications.
- 7.7. It is important to differentiate between the project documents and the AWS. An item may conform to the AWS manual but not to the project documents and vice versa. In the interest of brevity do **not** list items or conditions, which are **not** deficient, except where items that were noted as deficient on a previous report have now been corrected.
- 7.8. **Be sure to separate fact from opinion.** For instance, if a shelf span exceeds the allowable standard, it is a provable **fact**. However, if a joint on a plastic laminate top is borderline acceptable, it may be the inspector's **opinion** that it does not meet the AWS

manual. Another inspector (and/or the manufacturer) may not agree. As a recognised "expert" the inspector is entitled to express an opinion without prejudice, but if it is claimed that something is a **fact**, it must be demonstrable as such. Any statement of **opinion** should be preceded by the phrase "in my opinion".

- 7.9. Summarize the report with a statement such as, "In my opinion, unless and until the above noted concerns have been satisfactorily addressed, this installation will not conform to the current AWS manual." Or "Except for the above noted concerns, in my opinion this installation conforms to the current AWS manual." (For further Inspection Report inclusions see AWMAC Inspection Reports – Notes for the Inspector, Section 700.
- 7.10. Always remember that the inspector is passing judgment on a specific project and not on the manufacturer or contractor generally. The inspector will not make any statement, written or verbal, which reflects on the competence, conduct, or ethics of the manufacturer or contractor, but deal only with the quality of work done on the project. It is vital to the success and growth of AWMAC and the GIS program that inspectors maintain a reputation for professional competence, honesty, fairness, and objectivity. All reports should reflect and enhance this reputation.
- 7.11. Unless it is a final report, the report will include a request to notify the AWMAC Chapter when ready for the next inspection.
- 7.12. As a guideline, all deficiencies will require re-inspection except those, in the opinion of the inspector that can be addressed within eight man hours for projects under \$100,000, or within sixteen (16) man hours if over \$100,000 and if no major material replacement is required.
- 7.13. If the report has minor deficiencies as defined in 7.12, the report will be returned to the AWMAC Chapter office with each rectified deficiency initialed and dated within two (2) weeks of issuance. After the deficiencies are reviewed by the Chapter GIS Director, AWMAC Chapter President and AWMAC President the guarantee process will be initiated, at their discretion.
- 7.14. If the report has major deficiencies as defined in 7.12, the manufacturer will replace, rework and/or refinish the items listed and will notify the AWMAC Chapter office when ready for a re-inspection. Note: a re-inspection will be at an additional cost to the manufacturer. The re-inspection report is to be forwarded to AWMAC for review.
- 7.15. The report must be submitted **only** to the Chapter office and not to other parties directly.
- 7.16. The AWMAC Chapter office will send a copy of the final report to the manufacturer first. The manufacturer has three (3) business days to respond to this report. The manufacturer's comments (if any) are then sent with the report to the design professional and the GC. When all deficiencies have been addressed the Chapter office will apply for the AWMAC Guarantee Certificate.
- 7.17. If the manufacturer is a member in good standing throughout the project, the issuance of the guarantee is passed on to the inspector so that he is able to close the file. If the manufacturer is a non-member then the file is considered closed when the final site inspection report has been sent to the GC and the design professional.
- 7.18. Inspectors are to review guarantees immediately after issuance to check for appropriate exclusions.
- 7.19. As a minimum requirement, when the date of final completion (date listed on the RFI) is reached, the inspector is to contact the manufacturer or GC to get an update on the status, set a date for final inspection if appropriate and notify the chapter office.
Note: Temperature and Humidity and Final Site Inspection Request forms must be received by the chapter office before the final inspection.
If the project has been delayed, the inspector is to contact the manufacturer when the new completion date has been reached, with continual follow up if there is a second delay. The inspector is to notify the chapter office of new dates.

- 7.20. Inspectors are to retain all project specific documents until the Guarantee for that project has expired.

8. AWMAC Inspection Reports – Notes for the Inspector**8.1. Shop Drawing Report**

- 8.1.1. All documents submitted should be listed in the report.
- 8.1.2. State AWMAC Grade specified. A short resume of the proposed materials and construction methods should be included as the inspector understands them.
- 8.1.3. Any variations from the specifications and/or the AWMAC Standards should be listed with references to the appropriate sections. The variations to the specifications should state whether they conform to AWMAC Standards or not.
- 8.1.4. All items should be numbered or lettered for easy reference in further reports. This will save time.
- 8.1.5. Ask for clarification in writing of any deviations from specifications and/or AWMAC Standards.

8.2. Sample Unit Report

- 8.2.1. State date and place of inspection and who accompanied inspector.
- 8.2.2. Describe units inspected.
- 8.2.3. State if samples conform to standards and if they are as described in the shop drawing report.
- 8.2.4. Any variations found from specifications or standards should be listed and each item given a number or a letter. If variation was listed in shop drawing report refer back to that item.
- 8.2.5. Ask for information in writing to correct any items not conforming to the AWMAC Standards.

8.3. Site Inspection Report

- 8.3.1. State date of inspection and who accompanied the inspector.
- 8.3.2. Record the temperature and humidity.
- 8.3.3. State whether the premises were occupied and which areas were inspected.
- 8.3.4. Explain if this inspection covers the whole project or one (1) phase of a project.
- 8.3.5. List any deficiencies and variations from the AWMAC Standards and give them a number or letter. Refer back to previous reports if they were itemized in these reports.
- 8.3.6. If the same deficiency occurs in numerous locations throughout the project, describe it as such only once in the report.
- 8.3.7. If the design professional has requested or approved an item not conforming to the standards explain that this item may not be covered by the Guarantee.
- 8.3.8. Finish with standard clause if possible.
- 8.3.9. If a special inspection is requested state who requested it.

9. AWMAC Standard Inspection Inclusions

The following clauses are to be used when appropriate:

9.1. Shop Drawing report:

- 9.1.1. In my opinion the forgoing items should be addressed in writing and clarified with the design professional before beginning fabrication.
- 9.1.2. Once the above mentioned concerns have been addressed and if the architectural woodwork complies with the shop drawings and the information provided, then this project, in my opinion, will meet the AWMAC Standards.
- 9.1.3. It is extremely important that the GC provide a stable temperature and humidity environment prior to the delivery of the woodwork and during installation. Readings should be taken on a regular basis and a record kept for reference.

- 9.1.4. I assume that the hardware proposed has been approved by the design professional. Finished hardware items are covered by the warranty terms of the hardware manufacturers and not by the AWS.
- 9.2. Site Inspection report:
 - 9.2.1. Please notify the (local AWMAC Chapter) office in writing when the forgoing items have been addressed. State the date that each item was addressed, what was done and sign the report. When satisfactory information has been received, the (Chapter) office will apply for the AWMAC Guarantee.
 - 9.2.2. Because the manufacturer involved in this project is not a member of AWMAC, it is the responsibility of the owner or the owner's representative to ensure that any noted deficiencies are addressed, and to notify the AWMAC Chapter if a re-inspection is necessary. In the event of a re-inspection there may be additional inspection costs, for which the AWMAC Chapter office will not be responsible.
 - 9.2.3. DISCLAIMER: As XYZ Millwork is not a manufacturer member of AWMAC, an AWMAC two (2) year Guarantee will not be issued. Alternatively, the manufacturer is to provide the owner or the owner's representative with a 2 year 100% maintenance bond.

Procedure for issuing the AWMAC Certificate of Guarantee**1. Member to:**

- 1.1. A Manufacturer Member in Good Standing is one who, amongst other requirements, pays AWMAC invoices within 60 days. If a Member is Not in Good Standing, Reports will only be issued if all invoices are paid in full for the GIS project in question. If invoices remain unpaid 5 business days after the Report/Guarantee is ready for release, the design professional and general contractor will be notified.

2. Chapter to:

- 2.1. Submit pertinent information on GIS specified projects to the AWMAC office. Information to include:
 - 2.1.1. Guarantee Application Form
 - 2.1.2. Final Inspection Report signed by the design professional.
 - 2.1.3. The inspector and manufacturer's humidity and temperature records
 - 2.1.4. Reply from the manufacturer member where appropriate
- 2.2. The project owner has engaged AWMAC to perform a service (inspections & reports) and to guarantee the end product to AWMAC Standards. AWMAC, the Chapters and the Members have agreed to the GIS Policies and Procedures. Therefore providing an unencumbered Guarantee is not only ethical but also paramount for AWMAC and the Member's credibility. The suggestion that the Guarantee be granted for a lesser quality standard is not a viable option because the specific quality grades are determined when the contract documents reference the AWS. If no grade is stated in the contract documents the default is Custom Grade.

There are three (3) distinct and different types of exclusions that may be included in a Guarantee.

 - 2.2.1. Contract specified item(s) in variance to AWS will be excluded from the AWMAC Guarantee. This exclusion is because contract specified items take precedence over the AWS.
 - 2.2.2. Project conditions that are beyond the manufacturer's control that preclude compliance to AWS will be excluded from AWMAC Guarantee.
 - 2.2.3. Projects that have some AWS sections that are compliant and some sections that are not compliant due to manufacturer's lack of performance. This lack of performance to be itemized including value of non-compliant sections and therefore will become a contractual item between the manufacturer's / installer's and the owner. It is AWMAC recommendation that sections that are not compliant be covered by a two (2) year maintenance bond.
- 2.3. Each of these types of exclusions has different procedures. See "Exclusion Procedures" for details. In general:

3. AWMAC to:

- 3.1. Record all information onto the GIS database.
- 3.2. Prepare one (1) formatted attachment for electronic mail of the Certificate and forward with a copy of the Final Inspection Report to the office of the AWMAC President.
- 3.3. Fill in date of guarantee issuance. The date of guarantee issuance is
 - 3.3.1. The date on the final GIS inspection report that declares the project to be deficiency free. OR
 - 3.3.2. The date provided on the returned report initialed by the manufacturer stating that the deficiencies have been addressed. OR
 - 3.3.3. The date of substantial completion if it precedes the previous two items.

- 3.4. Any exclusions as noted in the final inspection report to be reported on the front of the guarantee between the two paragraphs.
 - 3.5. Prepare an AWMAC Liability Fund invoice to be submitted to the AWMAC Chapter.
- 4. AWMAC President to:**
- 4.1. Insert signature on the electronic mail attachment, and forward to the AWMAC Chapter.
Note: signing the certificate is subject to the Final Inspection Report stating that the project is in compliance with the AWS manual.
- 5. Chapter to:**
- 5.1. Record all information onto the GIS database.
 - 5.2. Print three (3) original Certificates on document sheets provided by the AWMAC office of the certificate document that has been forwarded by electronic mail.
 - 5.3. Arrange for Chapter and manufacturer's signature on all three (3) original Certificates.
 - 5.4. Distribute Certificates as required and ensure that one (1) electronic signed certificate is returned to the AWMAC office. Refer to Section 500, item 8.2 for details.
 - 5.5. Deposit payment to the local Chapter Liability Fund.
- 6. AWMAC to:**
- 6.1. Deposit payment in the AWMAC GIS Liability Trust Account.
 - 6.2. Update GIS database.
 - 6.3. File signed certificate complete with a hardcopy of all submitted information in the AWMAC archives.
 - 6.4. Prepare a report on the AWMAC GIS Liability Trust Account, to be presented at the AWMAC AGM.

1. GIS Cash Flow

- 1.1. The project owner pays for the GIS as an inclusion in the gross tender.
- 1.2. The Chapter collects the money from the manufacturer.
 - 1.2.1. Member is invoiced as per-chapter terms of payment
 - 1.2.2. Non-member is charged COD upon receipt of shop drawings
 - 1.2.3. The chapter has the right to withhold the guarantee until final payment is received.
- 1.3. The manufacturer will stipulate the final value of the contract in the Final Site Inspection Request form and adjustments to the GIS will be made if necessary.
- 1.4. If it is an inter-Chapter guarantee the manufacturing Chapter will invoice the project Chapter for the liability fund.
- 1.5. Inspection reports and guarantees are only issued to members in good standing.
- 1.6. If the inspector finds major deficiencies and a re-inspection is necessary, the manufacturer will be charged extra for this inspection.

2. GIS Rates

2.1. All AWMAC Chapters as of January 1, 2014

Architectural Woodwork Contract Value	Fee	Calculation
\$0 - \$100,000	\$1500 (flat fee)	e.g. Value – \$39,000 GIS fee – \$1,500
\$100,000 - \$500,000	1.5%	e.g. Value – \$135,000 GIS fee – \$2,025
\$500,000 - \$1,000,000	1.5% for first \$500,000 1% of balance	e.g. Value – \$750,000 GIS fee – \$7,500+\$2,500=\$10,000
\$1,000,000 - \$1,500,000	1.5% for first \$500,00 1% of next \$500,00 0.5% of balance	e.g. Value – \$1.2 million GIS fee – \$7,500+\$5,000+\$1,000=\$13,500
\$1,500,000 plus	1.5% for first \$500,00 1% of next \$500,00 0.5% of next \$500,00 0.25% of balance	e.g. Value – \$2,225,000 GIS fee – \$7,500+\$5,000+ \$2500+\$1812.50=\$16,812.50

- 2.2. The above fee schedule can also be found at www.awmac.com/gis
- 2.3. Travel expenses will be charged for projects outside the chapter’s core area of inspection. For travel rates contact your local Chapter office.

3. AWMAC

- 3.1. As of January 1, 2014 12% of a chapter’s gross previous year’s GIS revenue or
- 3.2. \$280.00 per-chapter manufacturer member, whichever is greater

1. The purpose of this policy is to provide a procedure to resolve disputes between any of the following parties as they may pertain to the GIS program:

- 1.1. The manufacturer (member or non-member).
- 1.2. The project owner or owner's agent.
- 1.3. The GIS inspector.
- 1.4. The local Chapter.
- 1.5. AWMAC.

Note: refer to Section 400, item 7.5 for additional information.

2. Dispute procedure**2.1. Project and manufacturer within the Chapter**

- 2.1.1. The first step is for the parties involved in the dispute to make every effort possible to solve the issue on their own in a quick and efficient manner.
- 2.1.2. If the situation cannot be resolved, the chapter GIS Director must be informed. Both parties must provide the chapter GIS Director with **written documentation** as to the items of the dispute as well as reasons for the dispute. Copies sent to AWMAC President, AWMAC GIS Committee Chair and AWMAC GIS Director.
- 2.1.3. The local GIS Director should make every effort to resolve the dispute in an unbiased manner.
- 2.1.4. If the dispute is not resolved the local Chapter Directors must be informed.
- 2.1.5. The local GIS Director must then take the matter to the AWMAC GIS Committee. All the pertinent information must be given to each GIS Representative.
- 2.1.6. A motion is made with a resolution to the dispute. There must be a majority vote by the Representatives.
- 2.1.7. The resolution determined by the AWMAC GIS Committee will be binding.
- 2.1.8. If the dispute is still not resolved the matter must be brought to the AWMAC Directors.

2.2. Project and manufacturer in different Chapters

- 2.2.1. The first step is for the parties involved in the dispute to make every effort possible to solve the issue on their own in a quick and efficient manner.
- 2.2.2. If the situation cannot be resolved, the chapter GIS Director must be informed. Both parties must provide the chapter GIS Director with **written documentation** as to the items of the dispute as well as reasons for the dispute. Copies sent to AWMAC President, AWMAC GIS Committee Chair and AWMAC GIS Director.
- 2.2.3. The local GIS Director should make every effort to resolve the dispute in an unbiased manner.
- 2.2.4. If the dispute is not resolved the local Chapter Directors must be informed.
- 2.2.5. The local GIS Director must then take the matter to the AWMAC GIS Committee. All the pertinent information must be given to each GIS Representative.
- 2.2.6. A motion is made with a resolution to the dispute. There must be a majority vote by the Representatives.
- 2.2.7. The resolution determined by the AWMAC GIS Committee will be binding.
- 2.2.8. If the dispute is still not resolved the matter must be brought to the AWMAC Directors.

3. Time Sensitive Disputes

- 3.1. When disputes are time sensitive, they can be brought to the AWMAC GIS Committee by email and a decision made by conference call.
- 3.2. Procedures to be the same as in item 2, Dispute Procedure



SECTION 1100

GIS FORMS AND REPORTS

The following section contains examples of the most current forms and report templates.

For manufacturers to download the forms required for GIS inspections please use the following links:

- [Request for Inspection Form](#)
- [Final Site Inspection Request Form](#)
- [Temperature and Humidity Report Form](#)

These forms can be found on the AWMAC website at www.awmac.com. Click on the GIS tab on the top menu bar.

Changes to templates and forms will occur on a bi-annual (January and July) basis. Please submit any change requests to info.bc@awmac.com by December 1 or June 1, respectively, for inclusion in the next revision.



REQUEST FOR INSPECTION FORM

Name of project: _____

Owner: _____

Project Site Address: _____

Design Professional: _____

Contact: _____ Phone: _____

Email: _____

General Contractor: _____

Contact: _____ Phone: _____

Email: _____

Architectural Woodwork Manufacturer: _____

Contact: _____ Phone: _____

Email: _____

Name of MSQ certified owner/manager and certification date: _____

Architectural Woodwork Installed by: _____

Architectural Woodwork Finished by: _____

Finished at: Shop Site

(Check one)

AMOUNT OF MILLWORK CONTRACT: \$ _____

Date of tender: _____

Is this a phased project? _____

Special comments: _____

	<u>APPROXIMATE SCHEDULE</u>	<u>CONTRACT ITEMS IN VARIANCE TO THE AWS</u>
1. Shop Drawings ready for review:	_____	1. _____
2. Typical unit ready for inspection:	_____	2. _____
3. Installation starts:	_____	3. _____
4. Installation complete:	_____	4. _____

The undersigned manufacturer or firm agrees to pay the Architectural Woodwork Manufacturers Association of Canada (local chapter) the inspection fee based on the contract price shown above, or the contract price at date of substantial completion, if greater. Further, it is agreed that costs for extra inspections as a result of deficiencies noted on a final inspection report will be the manufacturer's responsibility. **AWMAC member firms will be invoiced as Inspection Reports are released. Payments from non-member firms must be received before Inspection Reports are released.**

NOTE: THE manufacturer IS REQUIRED TO TAKE TEMPERATURE AND HUMIDITY READINGS WHEN ON SITE. CALL THE CHAPTER OFFICE FOR A TEMPERATURE AND HUMIDITY FORM.

Dated: _____ Signed: _____

SHOP DRAWINGS, AWMAC SHOP DRAWING COVERSHEET, AND ALL PERTINENT PROJECT DOCUMENTS TO BE DELIVERED TO THE AWMAC CHAPTER OFFICE.



FINAL SITE INSPECTION REQUEST FORM

Name of project:	
Date of substantial performance:	
Architectural Woodwork Manufacturer:	
Contact person: (include phone and cell phone)	
Final millwork contract amount:	\$
Install included in contract:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Finish included in contract:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Wood doors included in contract:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Other exclusions:	
Date ready to inspect:	
Occupied by owner:	Yes <input type="checkbox"/> No <input type="checkbox"/>

- | Project Breakout per AWS Section | Value - % of Project |
|----------------------------------|----------------------|
| 5. Finishing | |
| 6. Millwork | |
| 7. Stairs & Rails | |
| 8. Wall & Ceiling Surfacing | |
| 9. Doors | |
| 10. Casework | |
| 11. Countertops | |
| 12. Historical Restoration | |

We certify that the project (or phase to be inspected) is complete and ready for inspection, and that a responsible person _____ (name) from our firm has inspected the job and that:

1. All items on the design professional's deficiency list have been addressed.....
2. All methods and materials conform to the inspected shop drawings, shop drawing report and specified standards
3. The project items have been inspected with the AWMAC GIS Inspector Checklist

We understand that if a re-inspection is deemed necessary due to our non-compliance with the above requirements a re-inspection fee may be levied

We also understand that no guarantee will be issued by AWMAC until all deficiencies reported by the inspector have been satisfactorily addressed.....

The purpose of this procedure is to place the primary responsibility for ensuring that the project conforms to the current AWS standards on the manufacturer. If applicable, please submit a list of non-conforming items requested and/or approved by the design professional.

NOTE: A TEMPERATURE AND HUMIDITY REPORT MUST BE SUBMITTED WITH THIS FORM IN ORDER TO OBTAIN A GUARANTEE

Date:	Signed:
--------------	----------------



SEPARATE CONTRACTS FOR MANUFACTURING AND INSTALLATION

To: _____ Date: _____

Attention: _____

Foreword: The AWMAC Guarantee and Inspection Service program was intended to encompass the manufacturing and installation of architectural woodwork. Because the marketplace varies in contractual practices, non-contractually related companies may complete the supply and installation. The following information must be supplied to the owner to ensure the guarantee covers both manufactured and installed aspects of architectural millwork.

Project: _____ Location: _____

Architectural Woodwork Contract(s):

A. Supply & Install Company _____

B. Supply Only Company _____

C. Installation Company _____

(Note: if the 'Installation Company' is not contracted by the 'Supply Only Company'.)

Item A: Supply & Install Company: there will be one (1) GIS program complete with guarantee or bond.

Item B and C: There will be two separate GIS inspection programs, complete with guarantees or bonds. The supply only contract will be subject to one (1) set of GIS inspections and the installation contract will be subject to a second set of GIS inspections.

The normal contract break for supply and install contracts are FOB truck at worksite. Therefore the supply GIS parameters end at this point. The installation GIS would encompass site handling and installation.

Manufacturer: _____ Phone: _____

Contact: _____ Email: _____



GUARANTEE APPLICATION FORM

Date: _____

To: _____

From: _____

Cc: _____

Cc: _____

Please prepare 1 original copy of the Certificate of Guarantee for the following:

1. Project Details:

A. Name of project: _____

B. Name of owner: _____

C. Architect / Designer: _____

D. General contractor: _____

E. Woodwork manufacturer: _____

F. Value of contract: _____

G. Total value of GIS fees: _____

H. Amount to be transferred to Chapter Liability fund: _____

2. Temperature & humidity form attached? Yes:

3. Name of MSQ certified person and certification date: _____

4. Exclusions: Yes: No:

GIS Rep. Signature: _____

5. Guarantee date will be one of the following:

A. Date of the GIS inspection report that declares the project to be deficiency free:

B. Date of letter from member manufacturer stating that all deficiencies have been addressed:

C. Date of substantial completion if this date precedes the other two:



ARCHITECTURAL WOODWORK STANDARDS
IMPROVEMENT SUGGESTIONS FORM

I believe that the following suggestion will improve the AWS.

Please look at Section # _____, Page # _____, Item # _____

Suggestion

(fully describe the addition, deletion, and/or revision you feel will improve these standards)

Please include any additional descriptive sheets, drawings, or product data that maybe needed to fully explain your suggestion. For further clarification or input, you may contact me at:

Company Name: _____

My Name: _____

Address: _____ City: _____

Province: _____ PC: _____

Phone: _____ Email: _____

Fax, mail, or email your completed suggestion form to one (1) of the following sponsor Associations:

AWI
Architectural Woodwork Institute
46179 Westlake Drive, Suite 120
Potomac Falls, VA 20165
Fax: 571-323-3630
www.awinet.org

WI
Woodwork Institute
P.O. Box 980247
West Sacramento, CA 95798-0247
Fax: 916-372-9950
www.woodworkinstitute.com

AWMAC
Architectural Woodwork Manufacturers
Association of Canada
Unit 02A 4803 Centre Street NW
Calgary, AB T2E 2Z6
Tel: 403-981-7300
Email: info@awmac.com



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

**AWMAC MEMBER
GUARANTEE AND INSPECTION SERVICE REPORT
INSPECTION #1 - SHOP DRAWING**

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverpage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS** 1st Edition, page 24 or 2nd Edition page 18) the AWS default custom grade will apply.

TEMPERATURE AND HUMIDITY CONSIDERATIONS

It is the responsibility of the general contractor to ensure that the site conditions meet the AWMAC standards prior to delivery and installation of the woodwork to the job-site.

Name of Project, Inspection#_ - SD

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained. AWMAC will not guarantee any defects due to dimensional change if the proper site environment is not maintained.

Readings should be taken on a regular basis by the architectural woodwork manufacturer or installer and a record sent to the AWMAC chapter office when applying for the guarantee. Please see the AWS manual, Section 2, Care and Storage.

SCOPE OF WORK

(add scope of work here)

A. The following sections were reviewed:

Shop Drawing Review Compliance Table

Section	Compliant	Conditionally Compliant <small>See B&C</small>	In Variance <small>See D</small>	Not Compliant <small>See E</small>	Not Included in Scope of Work
1. Submittals					
5. Finishing					
6. Millwork					
7. Stairs & Rails					
8. Wall & Ceiling Surfacing					
9. Doors					
10. Casework					
11. Countertops					
12. Historical Restoration					

B. The shop drawings, as submitted, must meet the requirements as outlined in Section 1 of the AWS. The following information is not indicated:

1. (i.e. missing details like cross section)
- 2.
- 3.

Please submit this information to the AWMAC chapter office.

OR

Please resubmit drawings complete to the requirements as stated in AWS Section 1 for a second shop drawing report.

(Note to inspectors: choose one of the above statements and delete the other or if completely compliant delete both and put N/A beside #1)

C. Conditionally compliant except for these details:

1. (i.e. 50 lb. load bearing slides for file drawers are not compliant)
- 2.
- 3.

D. As a courtesy it was noted that the following items, as recorded in the shop drawings, are compliant to the AWS but in variance to the contract specifications.

1. (i.e. line boring for shelf holes when contract documents state shelf standards)
- 2.
- 3.

GIS Forms and Reports

Section 1100

Name of Project, Inspection#_ - SD

E. The following contract specified items as noted in the shop drawings, do not meet the Standards for an AWMAC guarantee:

1. (i.e. ¼ inch thick core for wall paneling for premium grade)
- 2.
- 3.

Note: If the design professional, as part of the contract documents, deviates from the Standards, the contract documents take precedence over the Standards.

INSPECTOR'S ADDITIONAL COMMENTS

(add any comments here)

A sample unit inspection is/is not required. Please notify the AWMAC Chapter office when a sample unit is ready for inspection OR Please notify the AWMAC BC Chapter office when ready for the interim/final inspection.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(AREA) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professionals	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

**AWMAC MEMBER
GUARANTEE AND INSPECTION SERVICE REPORT
INSPECTION #2 – MOCK-UP (SAMPLE UNIT)**

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

On January 1, 2015, accompanied by Sam Smith of SOS Architectural Woodwork, I inspected the mock-up for the above project at the SOS Architectural Woodwork shop.

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS** 1st Edition, page 24 or 2nd Edition page 18) the AWS default custom grade will apply.

Name of Project, Inspection#_ - Mock-Up (Sample Unit)

TEMPERATURE AND HUMIDITY CONSIDERATIONS

It is the responsibility of the general contractor to ensure that the site conditions meet the AWMAC standards prior to delivery and installation of the woodwork to the job-site.

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained. AWMAC will not guarantee any defects due to dimensional change if the proper site environment is not maintained.

Readings should be taken on a regular basis by the architectural woodwork manufacturer or installer and a record sent to the AWMAC chapter office when applying for the guarantee. Please see the AWS manual, Section 2, Care and Storage.

The mock-up consisted of (list details of sample unit). The units were generally as described in Inspection #1 dated month day, year.

The mock-up was inspected to the AWS and the shop drawings as listed in Inspection #1.

A. The following sections were reviewed:

Architectural Woodwork Review Compliance Table

Sample Unit	Supplied		Supplied & Installed		
Section	Compliant	Conditionally Compliant <small>See B</small>	Not Compliant <small>See C</small>	In Variance <small>See D</small>	Not Included in Scope of Work
1. Submittals					
5. Finishing					
6. Millwork					
7. Stairs & Rails					
8. Wall & Ceiling Surfacing					
9. Doors					
10. Casework					
11. Countertops					
12. Historical Restoration					

B. Minor deficient items to be addressed:

When deficiencies are complete:

Manufacturer's Initials	Date
_____	_____
_____	_____
_____	_____

1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be minor. The manufacturer must return this report to the AWMAC Chapter office initialing and dating each rectified deficiency listed above within two (2) weeks of report issuance.

C. Major deficient items to be addressed:

1. (if completely compliant write "n/a")
- 2.
- 3.

GIS Forms and Reports

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Name of Project, Inspection#_ - Mock-Up (Sample Unit)

The items listed above are considered to be major. The manufacturer will replace, rework and/or refinish any deficient items listed above. Notify the chapter office when ready for a re-inspection, a re-inspection will be at an additional cost to the manufacturer.

D. The following contract specified items are in variance with the AWS and therefore will be excluded from the AWMAC Guarantee:

- 1. (if completely compliant write "n/a")
- 2.
- 3.

INSPECTOR'S ADDITIONAL COMMENTS

(add any comments here)

Please notify the AWMAC BC Chapter office when ready for the interim/final inspection.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(YOUR) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professional	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and-review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

**AWMAC MEMBER
GUARANTEE AND INSPECTION SERVICE REPORT
INSPECTION #3 FINAL - PRODUCT/INSTALLATION**

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

On January 1, 2014, accompanied by Sam Smith of SOS Architectural Woodwork, I inspected the architectural woodwork installed in the above project. The premises were/were not occupied. A sample unit inspection was/was not required.

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS** 1st Edition, page 24 or 2nd Edition page 18) the AWS default custom grade will apply.

Name of Project, Inspection #_ - FINAL

TEMPERATURE AND HUMIDITY CONSIDERATIONS

It is the responsibility of the owner to ensure that the building conditions meet the AWMAC standards after occupancy.

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained. AWMAC will not guarantee any defects due to dimensional change if the proper site environment is not maintained.

Temperature and humidity readings were taken on this day. The temperature averaged ---°C and the humidity averaged ---%. These readings meet/do not meet the AWMAC recommended range as listed in the AWS, Section 2, Care and Storage.

Temperature and humidity readings were taken during installation. The readings were/were not within the optimum indoor relative humidity. These readings are available upon request.

The AWMAC GIS Inspection Worksheet is attached. (remember to attach when forwarding to AWMAC)

SCOPE OF WORK

(list scope of work)

A. The following sections were reviewed:

Architectural Woodwork Review Compliance Table
 Supplied _____ Supplied & Installed _____

Section	Compliant	Conditionally Compliant <small>See B</small>	Not Compliant <small>See C</small>	In Variance <small>See D</small>	Not Included in Scope of Work
1. Submittals					
5. Finishing					
6. Millwork					
7. Stairs & Rails					
8. Wall & Ceiling Surfacing					
9. Doors					
10. Casework					
11. Countertops					
12. Historical Restoration					

B. Minor deficient items to be addressed:

When deficiencies are complete:

1. (if completely compliant write "n/a")
- 2.
- 3.

Manufacturer's Initials	Date
_____	_____
_____	_____
_____	_____

The items listed above are considered to be minor. The manufacturer must return this report to the AWMAC Chapter office initialing and dating each rectified deficiency listed above within two (2) weeks of report issuance. When satisfactory information has been received the chapter office will apply for the AWMAC Guarantee.

GIS Forms and Reports

Section 1100

Name of Project, Inspection #_ - FINAL

C. Major deficient items to be addressed:

- 1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be major. The manufacturer will replace, rework and/or refinish any deficient items listed above. Notify the chapter office when ready for a re-inspection, a re-inspection will be at an additional cost to the manufacturer.

AND/OR

- 1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be major. Based on the documentation attached, these deficiencies were determined not to be under the control of the woodworker. They will be excluded from the guarantee.

D. The following contract specified items are in variance with the AWS and therefore will be excluded from the AWMAC Guarantee:

- 1. (if completely compliant write "n/a")
- 2.
- 3.

INSPECTOR'S ADDITIONAL COMMENTS

Note: any comments, for example: An excellent job of manufacture and installation.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(YOUR) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professional	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

NON-MEMBER GUARANTEE AND INSPECTION SERVICE REPORT INSPECTION #1 - SHOP DRAWING

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverpage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS** 1st Edition, page 24 or 2nd Edition page 18) the AWS default custom grade will apply.

TEMPERATURE AND HUMIDITY CONSIDERATIONS

It is the responsibility of the general contractor to ensure that the site conditions meet the AWMAC standards prior to delivery and installation of the woodwork to the job-site.

Name of Project, Inspection #_ - SD

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained.

Readings should be taken on a regular basis by the architectural woodwork manufacturer or installer and a record sent to the AWMAC chapter office when applying for an AWMAC final inspection. Please see the AWS manual, Section 2, Care and Storage.

SCOPE OF WORK

(list scope of work)

A. The following sections were reviewed:

Shop Drawing Review Compliance Table

Section	Compliant	Conditionally Compliant <small>See B&C</small>	In Variance <small>See D</small>	Not Compliant <small>See E</small>	Not Included in Scope of Work
1. Submittals					
5. Finishing					
6. Millwork					
7. Stairs & Rails					
8. Wall & Ceiling Surfacing					
9. Doors					
10. Casework					
11. Countertops					
12. Historical Restoration					

B. The shop drawings, as submitted, must meet the requirements as outlined in Section 1 of the AWS. The following information is not indicated:

1. (i.e. missing details like cross section)
- 2.
- 3.

Please submit this information to the AWMAC chapter office.

OR

Please resubmit drawings complete to the requirements as stated in AWS Section 1 for a second shop drawing report.

(Note to inspectors: choose one of the above statements and delete the other or if completely compliant delete both and put N/A beside #1)

C. Conditionally compliant except for these details:

1. (i.e. 50 lb. load bearing slides for file drawers are not compliant)
- 2.
- 3.

D. As a courtesy it was noted that the following items, as recorded in the shop drawings, are compliant to the AWS but in variance to the contract specifications.

1. (i.e. line boring for shelf holes when contract documents state shelf standards)
- 2.
- 3.

GIS Forms and Reports

Section 1100

Name of Project, Inspection #_ - SD

E. The following contract specified items as noted in the shop drawings, do not meet AWMAC Standards:

- 1. (i.e. ¼ inch thick core for wall paneling for premium grade)
- 2.
- 3.

Note: If the design professional, as part of the contract documents, deviates from the Standards, the contract documents take precedence over the Standards.

INSPECTOR'S ADDITIONAL COMMENTS

(add any comments here)

A sample unit inspection is/is not required. Please notify the AWMAC Chapter office when a sample unit is ready for inspection OR Please notify the AWMAC BC Chapter office when ready for the interim/final inspection.

DISCLAIMER: As _____ (name of Woodwork Company) is not a manufacturer member of AWMAC, an AWMAC 2 year Guarantee will not be issued. Alternatively, the architectural woodworker is to provide the owner or the owner's representative with a 2 year 100% maintenance bond.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(YOUR) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professionals	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

NON-MEMBER GUARANTEE AND INSPECTION SERVICE REPORT INSPECTION #2 – MOCK-UP (SAMPLE UNIT)

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverpage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

On January 1, 2014, accompanied by Sam Smith of SOS Architectural Woodwork, I inspected the mock-up for the above project at the SOS Architectural Woodwork shop.

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS 1st Edition, page 24 or 2nd Edition page 18**) the AWS default custom grade will apply.

Name of Project, Inspection #_ - Mock Up (Sample Unit)

TEMPERATURE AND HUMIDITY CONSIDERATIONS

It is the responsibility of the general contractor to ensure that the site conditions meet the AWMAC standards prior to delivery and installation of the woodwork to the job-site.

All wood, composite wood and plastic laminate products are hygroscopic and will change dimensionally if a constant temperature and humidity environment is not maintained.

Readings should be taken on a regular basis by the architectural woodwork manufacturer or installer and a record sent to the AWMAC chapter office when applying for an AWMAC final inspection. Please see the AWS manual, Section 2, Care and Storage.

The mock-up consisted of (list details of sample unit). The units were generally as described in Inspection #1 dated month day, year.

The mock-up was inspected to the AWS and the shop drawings as listed in Inspection #1.

A. The following sections were reviewed:

Sample Unit	Architectural Woodwork Review Compliance Table				
	Compliant	Conditionally Compliant <small>See B</small>	Not Compliant <small>See C</small>	In Variance <small>See D</small>	Not Included in Scope of Work
1. Submittals					
5. Finishing					
6. Millwork					
7. Stairs & Rails					
8. Wall & Ceiling Surfacing					
9. Doors					
10. Casework					
11. Countertops					
12. Historical Restoration					

B. Minor deficient items to be addressed:

1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be minor. The manufacturer must return this report to the AWMAC Chapter office initialing and dating each rectified deficiency listed above within two (2) weeks of report issuance.

C. Major deficient items to be addressed:

1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be major. The manufacturer will replace, rework and/or refinish any deficient items listed above. Notify the chapter office when ready for a re-inspection, a re-inspection will be at an additional cost to the manufacturer.

GIS Forms and Reports

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Name of Project, Inspection #_ - Mock Up (Sample Unit)

D. The following contract specified items are in variance with the AWS

- 1. (if completely compliant write "n/a")
- 2.
- 3.

INSPECTOR'S ADDITIONAL COMMENTS

(add any comments here)

DISCLAIMER: As _____ (name of Woodwork Company) is not a manufacturer member of AWMAC, an AWMAC 2 year Guarantee will not be issued. Alternatively, the architectural woodworker is to provide the owner or the owner's representative with a 2 year 100% maintenance bond.

Please notify the AWMAC BC Chapter office when ready for the interim/final inspection.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(YOUR) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professional	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and-review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

(AREA) CHAPTER

**NON-MEMBER
GUARANTEE AND INSPECTION SERVICE REPORT
INSPECTION #3 FINAL - PRODUCT/INSTALLATION**

NOTE: parts highlighted in GREY need to be altered as required by the inspector. The parts that don't apply are to be deleted from the template when composing the report.

DATE:

INSPECTOR:

PROJECT NAME:

LOCATION:

DESIGN PROFESSIONAL:

GENERAL CONTRACTOR:

ARCHITECTURAL WOODWORK
MANUFACTURER:

INSPECTION REQUESTED BY: Specifications

AWMAC GRADE:

DOCUMENTS RECEIVED AND REVIEWED:

- Request for Inspection Form
- Design professional reviewed shop drawings, complete with Coverage; pages – to –
- Highlighted floor plans
- Relevant section of the specifications and addenda (list addenda number) (list only items that you have received)

On January 1, 2014, accompanied by Sam Smith of SOS Architectural Woodwork, I inspected the architectural woodwork installed in the above project. The premises were/were not occupied. A sample unit inspection was/was not required.

This inspection is for the sole purpose of ascertaining conformance to the **Architectural Woodwork Standards (AWS)**, current edition at time of tender (edition 1, 2009 or edition 2, 2014). Review does not relieve the manufacturer and all other contracted parties of their responsibility to meet the requirements of the contract documents. In the absence of contract specifications (see **EXCEPTION AWS** 1st Edition, page 24 or 2nd Edition page 18) the AWS default custom grade will apply.

GIS Forms and Reports

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Name of Project, Inspection #_ - FINAL

The items listed above are considered to be major. The manufacturer will replace, rework and/or refinish any deficient items listed above. Notify the chapter office when ready for a re-inspection. A re-inspection will be at an additional cost to the manufacturer.

AND/OR

- 1. (if completely compliant write "n/a")
- 2.
- 3.

The items listed above are considered to be major. Based on the documentation attached, these deficiencies were determined not to be under the control of the woodworker.

D. The following contract specified items are in variance with the AWS:

- 1. (if completely compliant write "n/a")
- 2.
- 3.

INSPECTOR'S ADDITIONAL COMMENTS

(add comments here)

DISCLAIMER: As _____ (name of Woodwork Company) is not a manufacturer member of AWMAC, an AWMAC 2 year Guarantee will not be issued. Alternatively, the architectural woodworker is to provide the owner or the owner's representative with a 2 year 100% maintenance bond.

Yours Truly,
ARCHITECTURAL WOODWORK MANUFACTURERS ASSOCIATION OF CANADA
(YOUR) Chapter

Signature of Inspector

AWMAC Certified GIS Inspector

cc: ABC Design Professional	contact name	email address
XYZ Construction	contact name	email address
SOS Architectural Woodwork	contact name	email address
AWMAC Chapter Office	contact name	email address

Please acknowledge receipt and review of this report to the AWMAC office.

DESIGN PROFESSIONAL: _____

CONTRACTOR: _____

ARCHITECTURAL WOODWORK MANUFACTURER: _____

Date: _____

Thank you



ARCHITECTURAL WOODWORK
MANUFACTURERS ASSOCIATION
OF CANADA

ASSOCIATION DES MANUFACTURIERS
DE LA MENUISERIE ARCHETECTURALE
DU CANADA

FINAL SITE INSPECTION CHECKLIST

Date: _____
Inspector: _____
This checklist references the reviewed submittals of
Inspection

Project: _____
Location: _____
Report#: _____
Date: _____

		YES	N/A	COMMENTS and/or LOCATION
1.	GENERAL			
1.1.	TEMPERATURE AND HUMIDITY RECORDED (SEPARATE REPORT ATTACHED TO THIS DOCUMENT)			
1.2.	HARDWARE INSTALLATION (hinges, slides, pulls, etc.)			
1.3.	SOUND, NO DECAY, SHAKE, WANE, PITH OR WARP			
1.4.	CORRECT CUT AND COLOUR			
1.5.	KNOTS PER AWS STANDARD			
1.6.				
2.	FINISHING			Section 5 AWS 2nd Edition
2.1.	PER AWS SYSTEM AND SPECIFICATIONS			
2.2.	RUNS, ORANGE PEEL ETC.			
2.3.	BACKPRIMING (MILLWORK, WALL SURFACING, WOOD COUNTERS & PREMIUM GRADE CASEWORK)			
2.4.	DEFECTS INCONSPICUOUS BEYOND DISTANCE FOR GRADE			
2.5.	SHEEN AS PER SPECS. (do sheen test if necessary)			
2.6.				
3.	MILLWORK (trim, closet etc.)			Section 6 AWS 2nd Edition
3.1.	STANDING AND RUNNING TRIM MULTIPLE JOINTS MEASURED AND MEETS GRADE			
3.2.	TRIM WORK GAPS TEST A, B, C, I MEETS GRADE			
3.3.	HARDWOOD/SOFTWOOD GLUED FOR WIDTH AND THICKNESS			
3.4.	SHELF POLES SUPPORTED MAXIMUM 48"(1219 MM) O.C.			
3.5.	CLOSET SHELF CLEATS ARE COMPLIANT			
3.6.	BACK PRIMED			
3.7.	CHECK TOLERANCES E, J			
4.	WALL SURFACING			Section 8 AWS 2nd Edition
4.1.	PANELING BACK SEALED PER AWS			
4.2.	CORE MATERIAL IS PER AWS			
4.3.	EDGES MILLED FLUSH			
4.4.	FLUSHNESS, GAPS, FLATNESS AND ALIGNMENT CHECK TOLERANCES D, E, F, G, H, N, L			
4.5.	VENEER GRADE CUT AND MATCH PER AWS SPECIFICATIONS			
4.6.	VENEER SEQUENCE PANEL TO PANEL			
4.7.	COLOUR AND GRAIN			
4.8.	WOODWORK GAPS MEET TESTS A, B, C, M, I, J, K			
4.9.	PANELING FREE OF WARP (measure)			
4.10.	GRAIN LOSS AT JOINTS IS COMPLIANT (measure)			
4.11.				

FINAL SITE INSPECTION CHECKLIST

Date: _____

Project: _____

Inspector: _____

Location: _____

This checklist references the reviewed submittals of Inspection

Report#: _____

Date: _____

		YES	N/A	COMMENTS and/or LOCATION
5.	DOORS			Section 9 AWS 2nd Edition
5.1.	PER GRADE SPECIFIED			
5.2.	HARDWARE BLOCKING			
5.3.	VENEER GRADE CUT AND MATCH PER SPECIFIED			
5.4.	VENEER MATCH FOR PAIRED DOORS, TRANSOM AND/OR ADJOINING PANELING			
5.5.	EDGING PER GRADE AND SPECIFICATIONS			
5.6.	FLUSHNESS (warp with tolerances)			
5.7.	GRAIN AND COLOUR			
5.8.	ALL EDGES SEALED (use mirror)			
5.9.	DOORS CONSTRUCTED TO EITHER TO WDMA PERFORMANCE STANDARDS AND/OR AWS PRESCRIPTIVE STANDARDS			
5.10.	TRIMMED DOORS TO AWS STANDARDS, ASK IF ANY WERE TRIMMED AND CHECK EDGES FOR VARIATION OF EDGE FINISHES/MACHINING AS AN INDICATOR			
5.11.	DOOR FRAME THICKNESS MEETS AWS			
5.12.	MEASURE PASSAGE DOOR FACES AT JAMB, <1.6mm BEYOND AND <3.2mm BEHIND			
5.13.	PASSAGE DOORS ARE ALIGNED IN FRAME (GAPS 1/8")			
5.14.	PASSAGE DOOR, STILE AND RAIL AT LEAST ONE DOOR, TESTS A, B, C, D			
5.15.	DOOR CUTOUTS DO NOT EXCEED MAXIMUM ALLOWABLE AREA			
5.16.	HARDWARE INSTALLATION (operates smoothly, neatly machined) E, M			
5.17.	CHECK TOLERANCES F, G, H, I, J			
6.	CASEWORK			Section 10 AWS 2nd Edition
6.1.	INTERIORS AND EXTERIORS OF CABINETS CLEAN (e.g.. edge tape glue)			
6.2.	MATERIALS (gables, bottoms, shelves, back, edge banding, doors and drawer fronts)			
6.3.	EDGES MILLED FLUSH AND EASED			
6.4.	WOOD VENEER CUTS (ROTARY, FLAT, QUARTERED OR RIFT)			
6.5.	WOOD VENEER MATCHING AND DIRECTION WITHIN PANEL			
6.6.	VENEER OR PATTERN ALIGNMENT & MATCHING (SEQUENCING) FROM PANEL TO PANEL			
6.7.	DOOR AND DRAWER FRONTS ALIGNED AND FLUSH			
6.8.	DRAWERS SLIDE FREELY			
6.9.	DRAWER CONSTRUCTION AS PER GRADE			

GIS Forms and Reports

Section 1100

Name of Project, Inspection #_ - FINAL

FINAL SITE INSPECTION CHECKLIST

Date: _____

Project: _____

Inspector: _____

Location: _____

This checklist references the reviewed submittals of
Inspection

Report#: _____

Date: _____

		YES	N/A	COMMENTS and/or LOCATION
6.10.	DOOR AND DRAWER FRONTS ALIGN VERTICAL & HORIZONTAL, CONSISTENT GAPS AND ARE FLUSH			
6.11.	TOE KICK MATERIAL			
6.12.	FASTENERS AT EXPOSED INTERIORS, ARE CONCEALED OR COVERED WITH COLOUR MATCHED CAPS			
6.13.	REMOVE AT LEAST ONE CABINET FASTENER OF EACH TYPE AND CHECK FOR SIZE AND TYPE			
6.14.	CORRECT SPACING OF CABINET FASTENERS TO WALL AND TO EACH OTHER			
6.15.	SCRIBING ACCEPTABLE			
6.16.	CLOSURE PANELS INSTALLED			
6.17.	TOPS, BOTTOMS, GABLES AND BACKS IN ASSEMBLY HAVE GAPS WITHIN GRADE TOLERANCES A, B, C, I			
6.18.	FLUSHNESS WITHIN GRADE TOLERANCES D			
6.19.	MAXIMUM CABINET DOOR SIZE 610mm WIDE X 2134mm HIGH (24"X84")			
6.20.	BALANCED CONSTRUCTION OF DOOR AND DRAWER FRONTS			
6.21.	WARP AND TWIST OF CABINET DOORS DOES NOT EXCEED GRADE TOLERANCE E			
6.22.	SETBACK OF FIXED HORIZONTAL CABINET MEMBERS			
6.23.	CABINET SHELVING THICKNESS CORRECT FOR SPAN AND MATERIAL			
6.24.	ADJUSTABLE SHELVING DEPTH AND END GAPS			
6.25.	HARDWARE INSTALLATION (operates smoothly, neatly machined)			
6.26.	CABINET HINGES SECURELY FASTENED AS PER AWS (screws, dowels)			
6.27.	PREMIUM CASEWORK PRIMED/SEALED WITH 1 MIL			
6.28.	CHECK TOLERANCES F, G, H, J			
7.	COUNTERTOPS			Section 11 AWS 2nd Edition
7.1.	SCRIBING ACCEPTABLE FOR GRADE			
7.2.	SPLASH LAMINATING SEQUENCE AND INSTALL MEETS GRADE			
7.3.	COUNTERTOP SEAMS MEET GRADE			
7.4.	COUNTERTOP, BACK SPLASH AND EDGE LAMINATING SEQUENCE MEETS GRADE			
7.5.	CAULKING APPLIED CONSISTENTLY AND MEETS GRADE			
7.6.	BACKER SHEETS APPLIED TO ALL SUBSTRATES			
7.7.	SINK COUNTERTOP SUBSTRATE MEETS GRADE			
7.8.	SINK CUTOUTS SEALED			

GIS Forms and Reports

Section 1100

Name of Project, Inspection #_ - FINAL

FINAL SITE INSPECTION CHECKLIST

Date: _____

Project: _____

Inspector: _____

Location: _____

This checklist references the reviewed submittals of Inspection

Report#: _____

Date: _____

		YES	N/A	COMMENTS and/or LOCATION
7.9.	GAP TOLERANCE AT MITRED OR BUTTED SURFACES MEETS GRADE A, C			
7.10.	GAP TOLERANCE AT PARALLEL PIECES MEETS GRADE B			
7.11.	FLUSHNESS BETWEEN TWO SURFACES MEETS GRADE D			
7.12.	INSTALLED WITHIN +/- 1/4" (6.4mm) OF SPECIFIED HEIGHT			
7.13.	TOP LEVEL WITHIN 1/8" IN 96"			
7.14.	HORIZONTAL REVEAL BETWEEN LOWER EDGE OF COUNTERTOP AND UPPER EDGE OF DOOR FRONT MEETS GRADE			
7.15.	MEASURE UNSUPPORTED COUNTERTOP SPAN GREATER THAN 1219mm, (48")			
7.16.	CANTILEVER LESS THAN MAXIMUM PER STANDARDS (6" TO 12") DEPENDING ON MATERIAL AND THICKNESS			
7.17.	FRONT OR LEADING EDGE OF COUNTERTOP WITHSTANDS UPWARD PULL OF 75 LBS.			
7.18.	CUTOUTS RADIUSED			
7.19.	WOOD AND HPDL COUNTERTOP SEAMS MINIMUM 18" (457mm) FROM SINK			
7.20.	MEASURE FOR CONSISTENT OVERHANGS			
7.21.	CHECK TOLERANCES F, G, H			

Please note: All projects tendered before October 1, 2014 are to be inspected using AWS 1st Edition Checklist. Contact your local chapter office for a copy, if needed.

1. Problems with interpreting the Standards Manual

This process must be timely and documented. There may have to be an interim solution. The AWMAC GIS Committee requires that when a problem arises with an interpretation of the manual, the following procedures will be followed:

- 1.1. No interpretation or opinion will be given by the inspector on site.
- 1.2. The inspector reports to the Chapter office/GIS representative.
- 1.3. The Chapter office/GIS representative informs the AWMAC GIS Director and AWMAC GIS Chair and Manual Committee.

2. Interim resolutions

- 2.1. The interim resolution is emailed to the AWMAC GIS Committee and all affected parties.
- 2.2. The Manual Committee completes an AWS Improvement Suggestion Form which is emailed to the AWMAC GIS Committee.

GIS ONLINE GOVERNANCE

The GIS database was created to provide an efficient and practical means for the Chapters and AWMAC to track current and archival stages of GIS data.

1. The GIS database IS THE EXCLUSIVE PROPERTY OF AWMAC. AWMAC has proprietary and copyright distribution rights for this database.
2. Certain financial data uploaded to the GIS online software by AWMAC Chapters will be considered not for general association use and will remain confidential.

GOVERNANCE

1. AWMAC reserves the right to view, analyze and distribute all GIS data and alter the GIS online software.
2. AWMAC Chapters will only have access to their own respective GIS data with the exception of tracking, company and contact data.
3. AWMAC Chapters reserve the right to manage their respective GIS data.
4. AWMAC Chapters will each appoint GIS Chapter online software Administrator(s) who will be responsible for managing their respective GIS data in the GIS database.
5. The AWMAC GIS committee will appoint a person(s) to manage the GIS online software and archived data.
6. Everyone with access to the GIS online software will sign a confidentiality agreement annually.
7. Access to the GIS online software will be controlled by the use of different types of accounts that enable different levels of access. The structure of the accounts and who receives them will be reviewed and approved by the AWMAC GIS Committee.
8. GIS data will not be shared with outside organizations, companies or people and may only be used internally to create contact lists for marketing, promotions or advertisements that will benefit AWMAC and its members.
9. Specific projects, companies or individuals or complete project information may not be excluded from input into the GIS online software and is mandatory.
10. Collection of data will be subject to international, federal, provincial and local laws and regulations.
11. AWMAC chapter manufacturer members will equally share the cost of GIS data maintenance and upgrades.
12. Special requests for information outside a chapter can be made to the GIS Committee Chair, the Secretary/Manager and all chapters involved.

**TO BE SIGNED AND DATED PRIOR TO INFORMATION DISCLOSURE
AND RENEWED ANNUALLY**

Confidentiality Agreement for AWMAC GIS Committee Members and Online Software Users

Whereas AWMAC, herein referred to as “the owner”, agrees to furnish and disclose the undersigned certain confidential and proprietary information relating to the affairs of the Association for purposes of discussion, developing policies and procedures relating to AWMAC issues.

Whereas, the undersigned agrees to review, examine, inspect or obtain such information only for the purpose of business with the owner as described above, and to otherwise hold the same in confidence pursuant to this agreement: BE IT KNOWN that AWMAC has or will furnish to the undersigned certain confidential information on the following conditions:

1. The undersigned agrees to hold all confidential or proprietary information or trade secrets (“information”) in trust or confidence and agrees that it will be used only for AWMAC business and will not be used for any other purpose or disclosed to any third party. Undersigned consents to the exclusive jurisdiction within the laws of Canada and provincial jurisdictions for any dispute arising out of this Agreement.
2. Written, verbal and electronic information supplied to a committee member will be for the sole use of said committee. This information will not be duplicated nor shared outside of said committee. Nothing contained herein will be construed as granting or conferring any rights by license or otherwise in any Confidential Information.
3. It is understood that the undersigned will have no obligation under this agreement with respect to confidential information which is or is known to be publicly distributed prior to date of this agreement, or becomes common knowledge with the industry or public thereafter.
4. Upon request of the owner, the undersigned agrees to return all confidential information received in written tangible form including copies or reproductions or other media containing such confidential information, within ten (10) days of such request.
5. The obligations of the undersigned herein will be effective [Non-Disclosure Period] from the date Owner last discloses any Confidential Information to Recipient pursuant to this Agreement.
6. This Agreement states the entire agreement between the parties concerning the disclosure of Confidential Information. Any addition or modification to this Agreement must be made in writing and signed by the parties.

Signature Date

Please print name Position

TO BE RENEWED ANNUALLY

1. Guarantee Exclusion and Consequence Procedure

Effective Date: July 1, 2015 (initial Final Inspection Report date)

- 1.1. **Contract specified item(s) in variance to the AWS** will be excluded from the AWMAC Guarantee will be communicated in writing by the manufacture and chapter administrator at shop drawing review, final (& sample) inspection reports. Examples:
 - Veneer core doors.
 - Rotary cut veneer specified for custom grade.
 - 1.1.1. The exclusion wording to include on the Guarantee will be added to the Guarantee Application by the AWMAC Chapter GIS administrator.
- 1.2. **Project conditions that are beyond the manufacturer’s control** that precludes compliance to AWS will be excluded from the AWMAC Guarantee and communicated immediately to the GC and design professional. The same information will be included in all subsequent reports. Examples:
 - Walls boarded prior to contract without blocking.
 - Environmental controls (HVAC) not functioning but GC (contract) requires installation.
 - 1.2.1. The exclusion wording to include on the Guarantee will be added to the Guarantee Application by the AWMAC Chapter GIS administrator.
- 1.3. **Specified item(s) that are controlled by the manufacturer member that are non-compliant** will be excluded from the AWMAC Guarantee.
 - 1.3.1. All will be tracked in the GIS database.
 - 1.3.2. Any penalty revenue generated will be subject to the prevailing AWMAC and Chapter agreement.
 - 1.3.3. If the non-compliant items are not made good by the manufacturer within a reasonable time period (guideline; one month after report), the not compliant item will be dealt with in one of following tiers.
 - 1.3.4. Depending on the severity of the non-compliant items, the administration and adjudication will either be done by the local GIS Representative, the Adjudicating Committee and/or the GIS Committee.
 - 1.3.4.1. Adjudicating Committees of three (3) GIS Representatives (not from project or member/installation regional area chapter) are created by the GIS Committee on as-needed basis to deal with the particular manufacturer’s non-compliant issues.
 - 1.3.5. **Tier ONE**
 - 1.3.5.1. Administered by the local GIS Committee Representative
 - 1.3.5.2. **Issues, such as:**
 - 1.3.5.2.1. One minor aesthetic issue with written owner acceptance:
 - Cabinet case edge is wrong colour.
 - Cabinet door gaps exceed limits but are uniform (not to exceed tolerances of an inferior grade).
 - Adjacent panels are not flush (not to exceed tolerances of an inferior grade).
 - 1.3.5.2.2. Contract specified non-compliant items not listed in submissions (shop drawings):
 - Oversize (height and /or width) ¾” thick doors that were not addressed in listings.
 - 1.3.5.3. **Actions:**
 - 1.3.5.3.1. Will be done in a timely manner (guideline - one month).

- 1.3.5.3.2. Written request for compliance.
- 1.3.5.3.3. If the local GIS Committee Representative finds the member’s work or action (or lack thereof) to be deemed a Tier One violation then:
 - 1.3.5.3.3.1. A caution letter will be sent to the manufacturer (see appendix for example)
 - 1.3.5.3.3.2. Recorded in GIS database.
- 1.3.5.3.4. If the local GIS Committee Representative finds the member not at fault, no action is required.
- 1.3.5.3.5. If the local GIS Committee Representative finds the issues to be greater than Tier ONE, the GIS Committee will be notified.
- 1.3.5.4. **Penalties:** None
- 1.3.5.5. **Frequency:** Allow one per two year period or per 10 GIS projects
- 1.3.5.6. **Exclusions:** Exclusions limited to that particular issue only.
- 1.3.6. **Tier TWO**
 - 1.3.6.1. Administered by the GIS-Committee Representative.
 - 1.3.6.2. **Issues, such as:**
 - 1.3.6.2.1. Any single Tier ONE issue not accepted by owner.
 - 1.3.6.2.2. Two Tier ONE non-compliant issues within two years or ten GIS projects.
 - 1.3.6.2.3. Two or more Tier ONE non-compliant issues within one project with written owner acceptance.
 - 1.3.6.2.4. One major aesthetic issue with written owner acceptance:
 - Wall or cabinet exposed surfaces not sequenced.
 - Panel matching does not conforming to grade (Custom or Premium)
 - 1.3.6.2.5. One material issue within one project with written owner acceptance:
 - Core material not specified.
 - Cut and/or grade of material not to standard.
 - 1.3.6.2.6. One minor performance issue within one project with written owner acceptance:
 - 1.3.6.2.6.1. Edging or face not machined to standard.
 - 1.3.6.3. **Actions:**
 - 1.3.6.3.1. Will be done in a timely manner (guideline two months).
 - 1.3.6.3.2. Local GIS Committee Representative to notify the GIS Committee.
 - 1.3.6.3.3. Local GIS Committee Representative informs member either the non-compliant work is made good within 2 weeks or further action will be taken.
 - 1.3.6.3.4. Member written response required.
 - 1.3.6.3.4.1. If the Local GIS Committee Representative finds merit in the member’s response and/or other

extenuating circumstances, it may suggest to the GIS Committee to waive all further action.

1.3.6.3.4.2. If the Local GIS Committee Representative finds the non-compliant item(s) are deemed to be less or more extensive than Tier TWO issues, than the appropriate Tier ONE, THREE or FOUR procedures will be followed.

1.3.6.3.4.3. If the Local GIS Committee Representative finds the member's work or action (or lack thereof) to be deemed a Tier TWO violation then Tier Two Penalties will apply.

1.3.6.3.4.4. Recorded in GIS Database.

1.3.6.4. **Frequency:** Allow one per two year period or per 10 GIS projects.

1.3.6.5. **Exclusions:** Exclusion for the whole AWS section(s) if within one project or multiple projects.

1.3.6.6. **Penalties:** Two projects, submissions, shop and or site inspections over a one year period, not including GIS projects. The member to be charged for GIS Inspectors time plus overhead at a combined cost of \$100.00 per hour. Other costs incurred, such as travel, will also be included in the final invoice.

1.3.7. Tier THREE

1.3.7.1. Administered by the Adjudicating-Committee.

1.3.7.2. **Issues, such as:**

1.3.7.2.1. Any multiple Tier TWO issues (or greater) within a two year period or per ten GIS projects.

1.3.7.2.2. Failure to include and comply with the GIS Program on a GIS specified project.

1.3.7.3. **Actions:**

1.3.7.3.1. Will be done in a timely manner (guideline two months).

1.3.7.3.2. Local GIS Committee Representative to notify the GIS Committee.

1.3.7.3.3. The GIS Committee creates an Adjudicating Committee.

1.3.7.3.4. Adjudicating Committee informs member either the non-compliant work is made good within 2 weeks or further action will be taken.

1.3.7.3.5. Member written response required.

1.3.7.3.5.1. If the Adjudicating Committee finds merit in the member's response and/or other extenuating circumstances, it may suggest to the GIS Committee to waive all further action.

1.3.7.3.5.2. If the Adjudicating Committee finds the non-compliant item(s) are deemed to be less or more extensive

than Tier THREE issues, than the appropriate Tier ONE, TWO or FOUR procedures will be followed.

1.3.7.3.5.3. If the Adjudicating Committee finds the member's work or action (or lack thereof) to be deemed a Tier THREE violation then Tier THREE Penalties will apply.

1.3.7.4. **Frequency** - Allow one per two year period or per 10 GIS projects

1.3.7.5. **Penalties** -Three months to one year suspension of GIS privileges plus one to three projects inspected, as determined by the Adjudicating Committee, including submissions, shop and/or site inspections over a one year period, not including GIS projects. The member to be charged for GIS Inspectors time plus overhead at a combined cost of \$100.00 per hour. Other costs incurred, such as travel, will also be included in the final invoice.

1.3.8. **Tier FOUR**

1.3.8.1. Administered by the Adjudicating-Committee

1.3.8.2. **Issues, such as:**

1.3.8.2.1. Any multiple Tier THREE issues (or greater) within two year period or per ten GIS projects.

1.3.8.3. **Actions**

1.3.8.3.1. To be done in a timely manner (guideline - three months).

1.3.8.3.2. Local GIS Committee Representative to notify the GIS Committee.

1.3.8.3.3. The GIS Committee creates an Adjudicating Committee.

1.3.8.3.4. Adjudicating Committee informs member either the non-compliant work is made good within 2 weeks or further action will be taken.

1.3.8.3.5. Member written response required.

1.3.8.3.6. If the Adjudicating Committee finds merit in the member's response and/or other extenuating circumstances. Special dispensation may be considered for members on their first project or concurring projects. The adjudication committee may suggest to the GIS Committee to waive all further action. If the Adjudicating Committee finds the non-compliant item(s) are deemed to be less than Tier FOUR issues, than the appropriate Tier ONE, TWO or THREE procedures will be followed.

1.3.8.3.7. If the Adjudicating Committee finds the member's work or action (or lack thereof) to be deemed a Tier FOUR violation then Tier FOUR Penalties will apply:

1.3.8.3.8. The Member may appeal the Adjudicating Committee's findings to the GIS Committee.

1.3.8.3.9. Recorded in GIS database

1.3.8.4. **Frequency** – None.

- 1.3.8.5. **Exclusion** – Exclusion for the whole AWS section(s) if within one project or multiple projects.
- 1.3.8.6. **Penalties**
 - 1.3.8.6.1. Immediate suspension of GIS privileges.
 - 1.3.8.6.2. Request to the Chapter Board of Directors to terminate membership.

2. GIS Policy and Procedures Compliance and Consequence Procedures

2.1 Tier ONE

- 2.1.1 Administered by local GIS Committee Representative.
- 2.1.2 **Issues, such as:**
 - 2.1.2.1 One-administration error:
 - Stating the GIS dollar value in tender documents.
 - 2.1.2.2 Two or more submission errors:
 - Not stating items that are variance to the AWS, e.g. materials types or dimensions, assembly methods.
- 2.1.3 **Actions**
 - 2.1.3.1 Will be done in a timely manner. (guideline - one month)
 - 2.1.3.2 If the local GIS Committee Representative finds the member's work or action (or lack thereof) to be deemed a Tier ONE violation then
 - 1.4.3.2.1. A caution letter is sent to the manufacturer. (see Appendix for example)
 - 1.4.3.2.2. The violation is recorded in the GIS database.
 - 2.1.3.3 If the local GIS Committee Representative finds the member not at fault, no action is required.
 - 2.1.3.4 If the local GIS Committee Representative finds the issues at hand to be greater than Tier ONE, the GIS Committee will be notified.
- 2.1.4 **Penalties** - Caution letter kept on file. (GIS database)
- 2.1.5 **Frequency** - Allow one per two year period or per 10 GIS projects, per date of caution letter.

2.2 Tier TWO

- 2.1.1 Administered by the GIS Committee representative.
- 2.1.2 **Issues**
 - 2.1.2.1 Having two Tier ONE issues within two years or within a span of ten GIS projects.
 - 2.1.2.2 Request for inspection (RFI) submitted *after* manufacturing has started.
 - 2.1.2.3 Failure to record and report Temperature & Humidity for a Project during installation.
- 2.1.3 **Actions**
 - 2.1.2.1 Will be done in a timely manner. (guideline - two months).
 - 2.1.2.2 Local GIS Committee Representative to notify the national GIS Committee of issue. National GIS Committee can then decide to let the chapter committee pursue the actions of a TIER TWO or appoint an Adjudicating Committee.

- 2.1.2.3 GIS committee representative informs member that the member is GIS P&P non-compliant. Member written response required.
 - If the GIS Committee representative finds merit in the member’s response and/or other extenuating circumstances, it may suggest to the GIS Committee to waive or modify all further action.
 - If the GIS Committee representative finds the non-compliant item(s) are deemed to be less or more extensive than Tier TWO issues, than the appropriate Tier ONE, THREE or FOUR procedures will be followed.
 - If the GIS Committee representative finds the member’s work or action (or lack thereof) to be deemed a Tier TWO violation then Tier TWO penalties will apply.
 - Recorded in GIS database.

2.1.4 **Frequency** - Allow one per two year period or per 10 GIS projects.

2.1.5 **Penalties** - One to three projects to be inspected, as determined by GIS Committee representative, including submissions, shop and or site inspections over a one year period, not including GIS projects. The member to be charged for GIS Inspectors time plus overhead at a combined cost of \$100.00 per hour. Other costs incurred, such as travel, will also be included in the final invoice.

2.3 Tier THREE

2.3.1 Administered by the Adjudicating-Committee.

2.3.2 **Issues, such as:**

2.3.2.1 Any multiple Tier TWO (or greater) non-compliance issues within a two year period or in a span of ten GIS projects.

2.3.2.2 Failure to support and promote the GIS Program on a GIS specified project.

2.3.3 **Actions**

2.3.3.1 Will be done in a timely manner. (guideline - two months)

2.3.3.2 Local GIS Committee Representative to notify the GIS Committee.

2.3.3.3 The GIS Committee creates an Adjudicating Committee.

2.3.3.4 The Adjudicating Committee informs member either that the member is GIS P&P non-compliant. Member written response required.

2.3.3.4.1 If the Adjudicating Committee finds merit in the member’s response and/or other extenuating circumstances, it may suggest to the GIS Committee to waive or modify all further action.

2.3.3.4.2 If the Adjudicating Committee finds the non-compliant item(s) are deemed to be less or more extensive than Tier THREE issues, then the appropriate Tier ONE, TWO or FOUR procedures will be followed.

2.3.3.4.3 If the Adjudicating Committee finds the member’s work or action (or lack thereof) to be deemed a Tier THREE violation then Tier THREE penalties will apply.

2.3.3.4.4 Recorded in GIS database.

2.3.4 **Frequency** - Allow one per two year period or per 10 GIS projects.

- 2.3.5 **Penalties** -Three months to one year suspension of GIS privileges plus one to three projects inspected, as determined by the Adjudicating Committee, including submissions, shop and/or site inspections over a one year period, not including GIS projects. The member to be charged for GIS Inspectors time plus overhead at a combined cost of \$100.00 per hour. Other costs incurred, such as travel, will also be included in the final invoice.

2.4 Tier FOUR

- 2.4.1 Administered by the Adjudicating-Committee.
- 2.4.2 **Issues, such as:**
 - 1.7.2.1. Any multiple Tier THREE issues (or greater) within two year period or per ten GIS projects.
- 2.4.3 **Actions:**
 - 2.4.3.1 Will be done in a timely manner. (guideline - three months)
 - 2.4.3.2 Local GIS Committee Representative to notify the GIS Committee.
 - 2.4.3.3 The GIS Committee creates an Adjudicating Committee.
 - 2.4.3.4 Adjudicating Committee informs member that the member is GIS P&P non-compliant. Member written response required.
 - 2.4.3.4.1 If the Adjudicating Committee finds merit in the member's response and/or other extenuating circumstances, it may suggest to the GIS Committee to waive or modify all further action.
 - 2.4.3.4.2 If the Adjudicating Committee finds the non-compliant item(s) are deemed to be less or more extensive than Tier FOUR issues, then the appropriate Tier ONE, TWO or THREE procedures will be followed.
 - 2.4.3.4.3 If the Adjudicating Committee finds the member's work or action (or lack thereof) to be deemed a FOUR violation then Tier FOUR penalties will apply.
 - 2.4.3.4.4 Recorded in GIS database.
- 2.4.4 **Frequency** – None.
- 2.4.5 **Penalties**
 - 2.4.5.1 Immediate suspension of GIS privileges.
 - 2.4.5.2 Request to the Chapter to terminate Membership.



APPENDIX

The following section contains:

Expert Opinions and Inspection Policy	Appendix 1
AWS ICQ/MSQ (Sample)	Appendix 2
AWMAC GIS Inspector Certification Procedure (Condensed Version)	Appendix 3
GIS Inspector Review	Appendix 4
GIS Inspectors Conflict of Interest Document	Appendix 5

Expert Opinions and Inspection Policy

Appendix 1

If an inspection or expert opinion is requested:

1. Determine if the project specifies the *AWS* and which edition and quality level is specified.
2. Determine if the inspection is for assessment of AWMAC Standards or design specifications.
3. The inspection should be carried out by an AWMAC inspector if:
 - 3.1. The project is a AWMAC GIS project
 - 3.2. The specifications call for AWMAC Standards (but not the GIS)
4. The inspection may be carried out by a manufacturer member appointed by the local Chapter if the project did not ask for AWMAC Standards in the specifications
5. The inspection should be carried out on a time and expense basis
 - 5.1. The Chapter should quote hourly rates for the inspection, travel & report time
 - 5.2. Travel expenses should be cost plus an administrative fee
6. If an inspector is not available for any reason then:
 - 6.1. A manufacturer member(s) can conduct the inspection with a review of the report by AWMAC.
 - 6.2. The manufacturer member will avoid conflict of interest.
7. The local Chapter will invoice for the inspection.
8. Results of the inspection should be confidential.

Appendix

AWS ICQ/MSQ (Sample)

Appendix 2

Instructions:

1. Read all instructions before beginning review.
2. Print your name and your firm's name here.
3. Select the one (1) best answer from the three (3) options under each question.
4. In the Section Column write the section citation (see example at right)
5. There may be more than one (1) citation for some answers. Any correct citation will be counted.
6. A few answers do not have section numbers, introduction, appendix, etc.

A	B	C	S	P	I
	X		4	42	1.2

#	Questions	A	B	C	Sec	Page	Item
1	What is the criteria for the acceptance and application of the AWI/AWMAC AWS standards? A. Optional for architectural woodwork manufacturer B. Mandatory for the architectural woodwork manufacturer C. Completely voluntary						
2	What is the maximum practical length of Select White Ash lumber? A. 11'-0" B. 9'-10" C. 8'-10"						
3	Is heartwood allowed in White maple veneer faces? A. Yes B. Slight C. No						
4	What is the exposed face veneer standard for Custom Grade wood cabinets? A. AA Face Veneer B. A Face Veneer C. Grade II Face Veneer						
5	What component match can be expected between solid wood and veneer elements of Custom Grade countertops? A. Colour and Grain match B. Compatible for colour C. Pleasing blend						
6	What is the maximum allowable closet and utility shelf deflection set by AWI/AWMAC? A. 1/8 inch B. 1/4 inch C. No maximum set by AWI/AWMAC						
7	Indoor relative humidity required to maintain optimum moisture content of wood in most of the United States is.... A. 8-13% B. 25-55% C. 50-70%						

Appendix

#	Questions	A	B	C	Sec	Page	Item
8	Telegraphing of face veneers of a door is not acceptable in excess of: A. 0.010" in any 3" span B. 0.10" in any 3" span C. 0.0010" in any 3" span						
9	Frames must be sent machined ready for assembly in: A. Premium B. Custom C. Custom & Economy						
10	Which of the following core is allowed for cabinet doors and drawer fronts? A. Particle board, veneer core plywood and MDF B. Veneer core plywood – wet areas & particleboard or MDF – dry areas C. Particleboard and MDF						

Appendix

AWMAC GIS Inspector Certification Procedure (Condensed Version)

Appendix 3

The certification of a GIS inspector is a four (4) step process:

1. Establish candidate suitability. The candidate must meet the majority of the criteria as set out in Section 600, item 6.1 of the AWMAC GIS Policy and Procedures Manual.
2. The candidate must complete the ICQ. The pass rate is set at 95% or better. If the candidate passes, he/she becomes an Interim inspector. If the mark is 90% to 94% then the candidate must do a "Rewrite" based on the problem areas of the first ICQ document. The Rewrite must raise the candidates overall score to 95% or better. If the candidate scores less than 90% on the initial ICQ or less than 95% on the ICQ plus the Rewrite the candidate fails and must reapply to write another ICQ not within fourteen (14) days. At this stage the candidate is not considered an Interim inspector and cannot inspect projects independently.
3. The candidate must complete the inspection of four (4) GIS projects - each including shop drawing, mock-up and site inspections. These inspections are done with a certified inspector who will train the candidate in predetermined stages.
1st inspection is a learning tool. Candidate will observe inspection process by shadowing certified inspector.
2nd inspection is collaboration between the candidate and the certified inspector. Candidate should make inspection notes to be reviewed by the inspector.
3rd inspection is collaborative and the candidate must produce a report independent of the certified inspector's report. This report will be assessed by the certified inspector.
4th inspection is again collaborative and the independent report will be assessed by another certified inspector as well as the original trainer.
4. The trained inspector candidate must meet the criteria as set out in section 600 6.4.2.2 of the AWMAC GIS Policy and Procedures Manual.

Note: Print out Sections 600 and 700 and include with condensed version when using as a training document.

Refer to the AWMAC GIS Policy and Procedures Manual Section 600 AWMAC Inspector and Section 700 Inspection Procedures for further information and guidelines.



Name: _____

AWMAC Chapter: _____

Period of Evaluation From: _____ To: _____

Part I – Introduction

AWMAC and its Chapters consider the performance of its Contract Inspectors critical to the well-being of the GIS Program. This evaluation form lists the GIS Inspector’s criteria and competencies. The forms are to be filled out prior to the review meeting by the Inspector and the AWMAC Chapter Representative(s). Participants are encouraged to comment and discuss all items and make recommendations to promote the GIS values and AWMAC core objectives.

1	UNACCEPTABLE – Consistently fails to meet job duties and expectations; performs at a level demonstrably below corporate requirements; improvement required immediately to maintain employment.
2	NEEDS IMPROVEMENT – Occasionally fails to meet job duties and expectations; considerable improvement needed to meet job requirements.
3	MEETS EXPECTATIONS – Performs job duties at a satisfactory level according to job description, under normal supervision and direction.
4	EXCEEDS EXPECTATIONS – Often exceeds job requirements; consistently meets goals and objectives; accomplishments occasionally made in areas outside normal job role.
5	SUPERIOR – Consistently exceeds job requirements; top performer in all areas; frequently makes accomplishments in areas outside normal job role.

Part 2 – Job Criteria

Abilities, Knowledge, and Skills

The degree to which the Inspector exhibits the knowledge and skills required to fulfill job duties, as well as the techniques and tools used to do so.

Architectural Woodwork Standards	1	2	3	4	5
GIS Policy and Procedure	1	2	3	4	5
Design Professional’s Specifications	1	2	3	4	5
Design Professional’s Plans	1	2	3	4	5
Materials (lumber, panels, hardware & finishing)	1	2	3	4	5
Architectural Woodwork Shop Drawings	1	2	3	4	5
Architectural Woodwork Processes (manufacturing)	1	2	3	4	5

Appendix

Architectural Woodwork Installation 1 2 3 4 5

Architectural Woodwork Finishing 1 2 3 4 5

Comments:

Quality of Work

Does the Inspector complete their work with the expected degree of quality? Is the Inspector attentive to detail, and actively seeks out and corrects quality control issues? Take into account accuracy of work, neatness, and adherence to standards.

Shop Drawing Review 1 2 3 4 5

Mock-up / Sample unit 1 2 3 4 5

Final Inspection 1 2 3 4 5

Final Inspection Deficiencies (when required) 1 2 3 4 5

Comments:

Attitude/Relationships

Does the Inspector display a positive and cooperative attitude about their job role, assigned work, and the organization? Are working relationships built and maintained by this Inspector? Is he/she open-minded and accepting of constructive feedback by peers?

Attitude 1 2 3 4 5

Relationships 1 2 3 4 5

Comments:

Communication Skills

Does the Inspector communicate clearly and effectively within their role? Does the Inspector clearly express himself/herself both orally and in writing? Does the Inspector listen well and respond appropriately? Are written and verbal reports clear and accurate?

Verbal 1 2 3 4 5

Written 1 2 3 4 5

Computer 1 2 3 4 5

Hard Copy Project Specifications & Plans 1 2 3 4 5

Appendix

Electronic Copy Project Specifications & Plans

1 2 3 4 5

Comments:

Cooperation

Does the Inspector work well with the architectural woodwork community? Does the Inspector willingly contribute to the success of the GIS team? Does the Inspector exhibit consideration, willingness to help and maintain a rapport with others?

Chapter representative

1 2 3 4 5

Manufacturer & Installer

1 2 3 4 5

Owner/Design Professional

1 2 3 4 5

Comments:

Part 3 – Behavioral Characteristics

Reliability and Organizational / Planning Abilities

Does the Inspector follow through on commitments and job duties consistently? Does the Inspector accept accountability for their work? Does the Inspector properly follow instructions, directives, and procedures? How well does the Inspector plan and organize work duties?

Aware of Project Status

1 2 3 4 5

Appointments, on time

1 2 3 4 5

Reports, timely

1 2 3 4 5

Informs of pending holidays, etc.

1 2 3 4 5

Comments:

Initiative

Does the Inspector actively seek out and assume additional responsibilities, without being asked to do so? Does the Inspector demonstrate an ability to encourage and/or inspire others? Does the Inspector recognize and act upon new opportunities?

AWS

1 2 3 4 5

GIS

1 2 3 4 5

Awards (if chapter participates)

1 2 3 4 5

Appendix

New Members

1 2 3 4 5

Comments:

Adaptability

How well does the Inspector adjust to new directives, procedures, duties, supervisors, or working environments? Does the Inspector accept new ideas with relative ease? Does the Inspector suggest new methods and approaches to work?

GIS

1 2 3 4 5

Awards (if chapter participates)

1 2 3 4 5

Comments:

Part 4 – Goal Completion

Goals for Review Period

List and discuss the goals set forth for this Inspector during the period under review. Identify those areas of responsibility where the Inspector did/did not meet performance goals and/or project milestones. Evaluate the progress made by the Inspector on predetermined goals, projects, job duties, and special assignments by selecting the appropriate box below each goal listed

Goal #1:

Satisfactory Progress _____

Unsatisfactory Progress _____

Goal #2:

Satisfactory Progress _____

Unsatisfactory Progress _____

Appendix

Part 5 – Overall Performance

Overall Assessment

Participants use this space to collectively specify the Inspector’s overall job performance. The overall rating should reflect and take into account both job criteria, behavioral and goal completion rankings.

Unacceptable	1
Needs Improvement	2
Meets Expectations	3
Exceeds Expectations	4
Superior	5

Development Objectives / Goals for Next Review Period (Goals mutually set and agreed)

List and discuss the goals set forth for this Inspector during the period under review. Identify those areas of responsibility where the Inspector did/did not meet performance goals and/or project milestones. Evaluate the progress made by the Inspector on predetermined goals, projects, job duties, and special assignments by selecting the appropriate box below each goal listed

Objective #1:

Objective #2:

Chapter Representative Signature: _____

Date: _____

Part V – Inspector Signoff

I have been advised of my performance rankings. The rankings and comments in this review have been discussed and explained to me by my supervisor. My own comments are as follows:

Appendix

Inspector Signature: _____

Date: _____

GIS Inspectors Conflict of Interest Document

(Adapted from AWMAC BOD Policy # 2.2.4 -Conflict of Interest, October 14, 2004)

For every inspector to sign.

Preface

If the Architectural Woodwork Manufacturers Association of Canada (AWMAC) is to carry out its duties in the areas of education, publishing, quality control programs and promotion with unquestioned credibility, it is imperative that its board members, employees, independent contractors (GIS Inspectors) and volunteers maintain the highest levels of integrity and credibility in the performance of their duties and responsibilities. Therefore, it is the purpose of this policy to help ensure integrity and objectivity and to provide a better understanding and awareness of conflicts of interest, both real and perceived. The very perception of a conflict of interest can create problems, regardless of the actual behaviour of the member, employee, independent contractor or volunteer. Actual or perceived conflicts of interest could cause AWMAC and its board members to lose credibility and could cause members and outside observers to believe that the Association's members, employees, independent contractors and/or volunteers act out of self-interest rather than to benefit the membership, the Association and the profession.

Application

This policy applies to all board members, employees, independent contractors and volunteers. Board members are members who are appointed to represent the local chapters. An employee or independent contractor is anyone who receives compensation for work performed. Volunteers are members who agree to provide an ad hoc or short-term or long-term service at the Chapter or Association level.

Policy

AWMAC board members, employees, independent contractors and volunteers should make every effort and take every precaution to avoid any actual or perceived conflict of interest between their AWMAC activities and their personal and professional interests outside the scope of their AWMAC activities. Generally, a conflict of interest exists whenever:

1. The interests of board members, employees, independent contractors and/or volunteers outside the scope of their work with AWMAC interfere with or compromise their judgment and objectivity with respect to their duties and responsibilities to AWMAC.
2. Board members, employees, independent contractors and/or volunteers make or influence AWMAC decisions or use AWMAC resources in a manner that results in:
 - a. Personal financial gain or financial gain for their immediate family members or business associates.
 - b. An unfair advantage to a third party outside the Association.
3. Inspectors
 - a. Will **not** inspect any project/product where he/she was previously employed by or contracted to any of the contractually involved parties for a minimum of two years unless authorized by the GIS Committee.
 - b. Will not inspect and report on GIS or other deemed AWMAC projects and/or products for other parties unless authorized by the GIS Committee.

Appendix

I, _____, a director, officer, independent contractor or volunteer, of AWMAC has read and agreed to the above statements. (print name)

_____ (signature)

Witness _____ (print) _____ (signature)

As an AWMAC GIS Inspector, you are required to list all companies, associations and organizations that you are involved with, in any capacity. If you have no involvement in any companies, associations or boards, please state that is the case.

I, _____, do have an association with the companies, associations or organizations (print name) as listed below.

Companies, Associations & Organizations Position or Member

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

OR

I, _____, do not have any association with any other companies, associations (print name) or organizations

_____ (signature)

Witness _____ (print) _____ (signature)

Dated _____, at the city/town of _____, in the province of _____