



## NEW MANUFACTURER MEMBER APPLICATION PROCEDURE

Step 1. Notify our office of your interest in membership. Our office will send you an application package along with an invoice for the non-refundable \$500 application fee.

Step 2. Complete the membership application form and submit to [northernalberta@awmac.com](mailto:northernalberta@awmac.com) along with photos of your work to showcase your building methods and a sample of shop drawings for a recent commercial / residential project that are in general conformance of NAAWS manual.

***Please note your application will only be reviewed once the application fee has been paid in full.***

Step 3. Our office will contact you to schedule an in-person shop inspection to discuss and confirm your organization's ability to manufacture to AWMAC Standards. A follow up meeting with the Board of directors may be required for additional clarification.

Step 4. A summary of your application and supplied information will be reviewed and voted on at the next Board of Directors meeting.

Step 5. Upon a Board vote in favour, a summary of your application and supplied information will be reviewed and voted on at the next Member's meeting.

Step 6. Upon Member vote in favour, you will be accepted as a member and our office will send you an invoice for your annual membership fee. Please note if you are active as a new member as of July 1<sup>st</sup> or later in the calendar year you will only be prorated.

Step 7. You must register, complete, and pass and Manufacturer's Standards Exam (MSE) within 45 days of membership acceptance.

### Important Items to Note for New Manufacturer Members

1. A new manufacturer member may not be eligible for a GIS Certificate of Guarantee until they have been a member in good standing for six (6) months unless otherwise determined by majority vote of the Board of Directors.
2. A member must be in good standing at the time of tender and for the duration of a project to be eligible for a Certificate of Guarantee as described in the GIS Policy & Procedure, latest edition.
3. A new manufacturer member must register for and pass the Manufacturer's Standards Exam (MSE) within 45 days of membership acceptance.
4. A new manufacturer member must complete a Mock-Up inspection on their first GIS project regardless of if it was specified.