



## MANUFACTURER STANDARDS QUESTIONNAIRE (MSQ) POLICY

---

Approved by resolution of the Board of the Architectural Woodwork Manufacturers Association of Canada ("AWMAC") and adopted and made effective on April 27, 2021.

### 1. WHAT IS THE MSQ?

The Manufacturer Standards Questionnaire (MSQ) is administered by AWMAC and consists of multiple choice questions to test an AWMAC Manufacturer Member's competency on the current AWMAC's STANDARDS<sup>1</sup> and AWMAC's Guarantee and Inspection Service. In order to pass the MSQ, a minimum score of 95% is required.

### 2. WHO MUST COMPLETE THE MSQ?

Manufacturer Members must have at least one owner or manager within their company that has successfully completed the current MSQ. Successful completion of the MSQ:

- a. is a requirement to maintain membership in good standing;
- b. ascertains that the Manufacturer Member has a good understanding of AWMAC's STANDARDS;
- c. enables Manufacturer Members to receive an AWMAC GIS Guarantee for jobs tendered after the effective date of AWMAC's STANDARDS (September 1, 2021 for NAAWS 4.0); and
- d. individuals who have completed the Inspector Certification Questionnaire (ICQ) are considered compliant with the MSQ.

Non-members may not write the MSQ.

Please note that the individual who has completed the MSQ is the MSQ Certificate holder and not the Manufacturer Member company. In the event a Certificate holder leaves the Manufacturer Member's company, the Certificate holder will advise AWMAC by emailing [standards.certified@awmac.com](mailto:standards.certified@awmac.com).

### 3. WHAT IS THE TIMELINE TO COMPLETE THE MSQ?

- a. Incoming Manufacturer Members – within the period of time as prescribed by your regional AWMAC Chapter as part of the membership process.
- b. Current Manufacturer Members – within 90 days of the effective date of any new editions of AWMAC's STANDARDS or as required by AWMAC (December 1, 2021 for NAAWS 4.0).



#### 4. WHAT IS THE COST?

- a. As a member benefit, the MSQ, including any upgrades or new MSQs, is FREE for all Manufacturer Member personnel.
- b. There is no limit on the number of individuals within a Manufacturer Member's company that may take the first MSQ, including upgrades or new MSQs.

#### 5. HOW DO I COMPLETE THE MSQ?

- a. Email [standards.certified@awmac.com](mailto:standards.certified@awmac.com) to request an MSQ or complete the form at [www.awmac.com/gis/msg](http://www.awmac.com/gis/msg).
- b. If approved to complete the MSQ, you will receive an email with the MSQ for completion.
- c. Complete and submit the MSQ test as directed within the email.
- d. If successful, you will receive an electronic MSQ Certificate of Achievement.
- e. If unsuccessful, you may retake the MSQ.

If you require more information or wish to complete the MSQ, please email [standards.certified@awmac.com](mailto:standards.certified@awmac.com).

<sup>1</sup>North American Architectural Woodwork Standards (NAAWS)