



INSPECTIONS AND EXPERT OPINIONS POLICY

Approved by resolution of the Board of the Architectural Woodwork Manufacturers Association of Canada ("AWMAC") and adopted and made effective on March 8, 2018.

1. STATEMENT

- 1.1. To support AWMAC's vision¹ and mission² statements, it is important that AWMAC provide services to clients when expertise in architectural woodwork is requested.
- 1.2. To be eligible for coverage under AWMAC's and thereby the Chapters' insurance for Errors and Omissions and General Liability³, the person must render their inspection report or opinion to AWMAC and thereafter, through AWMAC, the inspection report or opinion will be rendered to the client on AWMAC stationary (see template).
- 1.3. Communication outside of an inspection report or expert opinion will be for fact finding and request for documentation only.

2. INSPECTION SERVICE

- 2.1. A Chapter's Board of Directors, or if delegated to their Inspection Committee or their authorized Inspection Administrator, will determine if the Chapter will provide this service on a case by case basis.
- 2.2. If the Chapter provides this service, only a GIS Certified Inspector may render his or her inspection report to AWMAC.
- 2.3. In an Inspection Service Report, an Inspector may only reference the current architectural woodwork standards as adopted by AWMAC.

3. EXPERT OPINION⁴

- 3.1. A Chapter's Board of Directors, or if delegated to their Inspection Committee or their authorized Inspection Administrator, will determine if the Chapter will provide this service on a case by case basis.
- 3.2. If the Chapter provides this service, the Chapter's Board of Directors, or if delegated to their Inspection Committee or their authorized Inspection Administrator, must select a current Director of a Regional Chapter, a current Director of National, or a current GIS Certified Inspector to render their opinion(s) to AWMAC.
- 3.3. An Expert Opinion Report may reference the current architectural woodwork standards as adopted by AWMAC and may reflect personal opinion. If provided, any personal opinion must be identified as such in an Expert Opinion Report.



- ¹ AWMAC's Vision Statement - To be the architectural woodwork industry authority in Canada.
- ² AWMAC's Mission Statement - To develop and promote the use of AWMAC's STANDARDS for the manufacturing and installation of architectural woodwork and promote assurance of adherence to those quality standards and sustainable practices in the woodworking industry.
- ³ General Liability coverage applies only while on a job site or fabrication site where an inspection is taking place for the purpose of assurance that there has been compliance with the most current edition of the AWMAC's STANDARDS for an opinion is to be expressed.
- ⁴ Examples of situations where an expert opinion may be requested include, but are not limited to:
 - valuation of architectural woodwork service and materials either already provided or anticipated to be provided;
 - determination of architectural woodwork quality;
 - determination of who is responsible for what materials and services provided or to be provided; and
 - hardware, stone, glass or other material issues not specifically referenced in current AWMAC STANDARDS.

SEE TEMPLATE ON FOLLOWING PAGE



EXPERT OPINION REPORT TEMPLATE

CHAPTER NAME

[Street, City].
[Province, Postal Code]

Phone: _____
Email: _____

EXPERT OPINION REPORT

DATE: [Date of Report]
EXPERT: [Name of Expert]
PROJECT NAME: [Project Name]
LOCATION: [Address of Project]
OPINION REQUESTED BY: [Name of Person Who Requested Expert Opinion]
AWMAC GRADE (if specified): [Grade]

I attended a meeting with [Name] at [time] on [date], at [address] to inspect [indicate what is being inspected and why].

Formatting the report lies with the Expert. The report body should include a listing of documents reviewed (specifications, shop drawings etc.), site inspection observations, referring to current AWMAC's Standards where possible, and photographs to support comments.

The completed report is sent to the AWMAC Chapter office for editing and invoicing. On payment of invoice, the AWMAC Chapter office releases the report.

Conclusion:

It is my personal opinion....

[Expert's Name]
[Expert's Signature]

Credentials:

Example:
[38 years in the Architectural Woodwork Industry
Red Seal Certified Journey Person in Joinery
AWMAC National Board of Director]