



**AWMAC BC - Policy & Procedures**

**NEW MEMBERSHIP APPLICATION - MANUFACTURING**

V. 2025.04PMc



# Manufacturer Application for Membership

Effective April 9, 2025

## AWMAC BC Membership Application Policy

The application to become a member of the AWMAC BC Chapter<sup>1</sup> is designed to ensure that new applicants meet the necessary standards and attributes for membership. The following outlines the requirements for membership application.

### Membership Requirements

Applicants must meet the following criteria to become a member of the AWMAC BC Chapter:

1. **Manufacturing Capability:** Ability to manufacture architectural woodwork in accordance with the current North American Architectural Woodwork Standards (NAAWS<sup>2</sup>) also acknowledged as AWMAC's<sup>1</sup> STANDARDS.
2. **Submittal Compliance:** Ability to provide shop drawing submittals that align with the Submittals section of AWMAC's STANDARDS.

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<sup>1</sup> AWMAC BC is an independent but aligned Society incorporated under the BC Societies Act. While we operate independently from AWMAC National, we cooperate with them to benefit our members and the Architectural Woodwork industry throughout Canada.

<sup>2</sup> NAAWS is the North American Architectural Woodwork Standards manual that AWMAC publishes jointly with the Woodwork Institute from the USA.



3. **Production & Manufacturing:** Capacity to create and manufacture architectural woodwork from the Casework section of NAAWS manual, and from three (3) additional sections listed below, using internal resources:

- Finishing
- Millwork
- Stairwork and Rails
- Wall/Ceiling Surfacing & Partitions
- Passage Doors
- Countertops & Horizontal Surfaces
- Historic Restoration

4. **Knowledge of Standards:** Demonstrate knowledge of AWMAC's STANDARDS by achieving a 95% pass rate on the Manufacturers Standards Exam (MSE).

5. **Financial Stability:** Demonstrate financial stability.

6. **Industry Reputation:** Achieve & maintain a positive reputation within the architectural woodwork industry.

7. **Timely Payment:** Ensure payment of AWMAC BC invoices within 30 days.

8. **Punctual Communication:** Maintain prompt communication with the AWMAC BC office.

### Membership-related Fees

Annual dues, application fees, and initiation fees are set by the AWMAC BC Board of Directors. Costs associated with membership meeting are set by the Executive Director with the intention that they'd be set on a cost-recovery basis.



## AWMAC BC Membership Application Procedure

The application procedure will take between 3 and 6 months.

### 1. Initial Contact

- 1.1. **Applicant Interest:** Initial contact is made by either a self-initiated applicant or a recommendation from an existing member.
- 1.2. **Membership Briefing:** The AWMAC BC office provides an overview of the membership benefits and the application process.
- 1.3. **Application Materials:** The office sends an email with an introductory letter (see Appendix A) and application form.
- 1.4. **Invitation to Meeting:** The applicant is invited to attend the next general membership meeting as a guest, with dinner provided at no charge.
- 1.5. **Follow-Up:** If the completed application is not received within six weeks, the AWMAC BC Chapter office will follow up once (1). No further follow-up will occur if the application is not submitted.

### 2. Application Submission (up to 4 weeks)

- 2.1. **Receipt of Application:** The office receives the completed application form and signed financial release form. This application includes the submittal package for the three (3) projects listed on the application form. The projects noted on the application should have been completed within the last 12 months. Also included must be two (2) AWMAC BC member references.
- 2.2. **Invoicing for Application:** After ensuring the application is complete, AWMAC BC will invoice the applicant the application fee.
- 2.3. **MSE Exam:** Once payment is received, the Manufacturers Standards Exam (MSE) is sent to the owner or Project Manager of the applicant company, along with a link to a digital copy of the current NAAWS manual and the current Guarantee and Inspection Service (GIS) Policy & Procedures. The MSE is an open-book online exam and must be completed with a 95% pass rate within one month, unless the applicant has notified the office of exceptional circumstances. We encourage all owners and Project Managers to take the exam as it helps them become thoroughly familiar with NAAWS. There is no cost to the exam.
- 2.4. **MSE Confirmation:** When *at least* one (1) company representative has passed the MSE, AWMAC BC will start processing the application.



### 3. Application Process (1 week)

- 3.1. **Request for Feedback:** Upon successful completion of section 2, an email is sent to the current BC Chapter membership asking for feedback—both positive and negative—about the applicant.
- 3.2. **Reference Check:** AWMAC BC will verify these references via phone.
- 3.3. **Financial Reference Check:** AWMAC BC sends a financial reference questionnaire to the applicant's financial institution.

### 4. Shop Drawing Review (4 weeks)

- 4.1. **Submittal Review:** Once section 3 is complete, the Membership Director reviews the submittal projects shop drawings for suitability, ensuring they align with AWMAC's STANDARDS.
  - 4.1.1. **Project Requirements:** Each project must include products defined by at least four of NAAWS' Sections, with Section 1, Submittals, being mandatory.
- 4.2. **Submittal Review by Certified Inspector(s):** If the 3 submitted project drawings are suitable, two (2) projects will be selected for a Submittal Review by a Certified AWMAC Inspector(s).

If the drawings are not suitable, alternates will be requested.
- 4.3. **Rework Process:** If the drawings do not meet NAAWS STANDARDS Section 1, the applicant will be asked to rework them. The applicant will have two (2) opportunities to resubmit corrected drawings, with each submission occurring within a two-week period, for a total of up to four weeks. The assigned inspector will provide up to 30 min/project of educational assistance free of charge to the applicant. If additional time is needed a paid-for service can be arranged.
- 4.4. **Final Submittal Review:** Once the reworked shop drawings meet NAAWS STANDARDS, a final Submittal Review Report will be completed and forwarded to the Membership Director.

### 5. Board Review (4 Weeks)

- 5.1. **Interim Report:** The Membership Director prepares an interim report based on feedback received by the inspector(s) regarding the Submittal Reviews. This interim report will be completed for review at the next Board meeting. If there are more than 45 days until the next meeting, an electronic vote will be conducted.
- 5.2. **Non-Acceptance:** If the Board decides not to accept the applicant, the office will send a letter explaining their reasoning and any further steps the applicant can take.



## 6. Project Inspections (3 weeks)

- 6.1. **Site Inspections:** Once the application is approved by the AWMAC BC Board of Directors, a Certified AWMAC BC Inspector(s) will conduct site inspections for the two (2) projects reviewed. The on-site inspection will note fit and finish, installation and manufacture. The Inspector(s) will determine what is or is not compliant to NAAWS STANDARDS. Site inspection reports will be written and submitted to the AWMAC BC Chapter office. The reports will note any items that are not compliant to or in variance to NAAWS.

## 7. Shop Inspection (2 weeks)

- 7.1. **Inspection Coordination:** After the site inspections, a facility visit by the Membership Director and Executive Director is arranged with the applicant. If the applicant's shop is outside Metro Vancouver, a local GIS inspector will conduct the inspection.
- 7.2. **Completion of Inspection Form:** An inspection form will be completed by any one of the AWMAC representatives.

## 8. Final Report and Recommendation (4 weeks)

- 8.1. **Final Report:** Upon completion of the facility inspection, the Membership Director produces a final report with a recommendation for acceptance or rejection, which is presented to the Board at the next meeting.
- 8.2. **Membership Vote:** If the Board recommends approval, a vote will be taken at the next AWMAC BC general meeting for members. If more than 45 days remain until the next general meeting, an electronic vote will take place.
- 8.3. **Non-Acceptance:** If the applicant is not accepted, the office will send a letter outlining why they were rejected and any further steps the applicant can take.

## 9. Acceptance

- 9.1. **Acceptance:** Upon successful application, the applicant will receive an acceptance letter, along with any earned MSE certificates.
- 9.2. **Initiation Fee:** The listed initiation fee will be invoiced. Upon payment, the applicant will be officially listed as a member on the AWMAC website and all benefits pertaining to membership will be enacted.