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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY  
FOR FABRICATING STRUCTURAL STEEL & MISCELLANEOUS METALS  
PRODUCTS AND ASSEMBLIES CHECKLIST #0335**

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- ❑ (1) Completed ***Product Control Application for Certificate of Competency*** along with a check payable to "*Building and Neighborhood Compliance Department*" for the applicable amount. The application fee covers a one-year program participation period.
- ❑ (2) Submit a copy of your plant's Quality Control Program. To assure proper fabrication, the following items must be included:
  - ❑ (a) Copy of typical shop drawings showing framing plans, schedules, notes, and connection details.
  - ❑ (b) List of key personnel, including title, education, and experience.
  - ❑ (c) Copies of typical mill certificates from shape suppliers covering chemical and physical properties.
  - ❑ (d) List typical shop equipment such as: shears, cutting torches, rolls, center punches, detail punches, multiple spindle drills, mills, and press brake.
  - ❑ (e) Copy of Standard Operational Procedures Manual for shop work such as: Handling and cutting steel, making templates, laying out steel, punching and drilling holes, straightening steel members, bending and rolling curved plates or shapes, fastening, bolting, finishing, inspecting, cleaning, painting, and shipping to job site.
  - ❑ (f) Qualifications for welding work: Welding procedures must be qualified in accordance with AWS requirements.
  - ❑ (g) Certification that welders have passed AWS qualification tests (copies of certificates or Welder Qualification Test Records must be submitted).
  - ❑ (h) Describe how products are transported, unloaded, and handled at jobsite.
  - ❑ (i) Does your company contract for the erection and installation of your product? If so, provide information on erection drawings, proper handling, bracing, and member installation.
  - ❑ (j) Describe employee training in quality control and company safety program.
- ❑ (3) Each unit must be identified with a mark for fabrication, handling, shipping, and erection. Provide a sample of the identification and where it is usually located.
- ❑ (4) Shop drawings must be kept as part of your records for not less than five (5) years. This requirement shall be addressed procedurally in the organization's quality assurance program or otherwise provide a statement on company letterhead, signed by an official of the company, that this requirement will be met.
- ❑ (5) Products and assemblies shall be in strict compliance with the *Florida Building Code*. This requirement shall be addressed procedurally in the organization's quality assurance program or otherwise provide a statement on company letterhead, signed by an official of the company, that this requirement will be met.
- ❑ (6) Submit, if applicable, any additional documents issued by other third-party certification entities such as FDOT, AISC, SJI, PCI, CWB, or an ISO 9001:2000 certificate relevant to the scope of fabrication.
- ❑ (7) An initial inspection will be performed at the fabricator's facility prior to the issuance of the Certificate unless otherwise approved by our Office.

