

QCP SHOP DRAWING REQUIREMENTS FOR WOODWORKERS

Below are some helpful hints designed to assist woodworkers in meeting the QCP shop drawing requirement set forth by the *Architectural Woodwork Standards* (AWS):

For Certified Projects Requiring an Inspection:

1. Send shop drawings and project specifications to your Q-representative for review, including documentation of any deviations from the standards or specifications, for review **prior to the inspection**. It is to your advantage to forward these as early in the project as possible. The documents will be inspected, and a report created to give you early feedback on any scope items which may not comply
2. Deviations from the standards and specifications must be expressly requested in writing and **individually approved** by the design professional (or the owner's representative) in writing, prior to fabrication (or inspection by a Q-representative where applicable). General acceptance of shop drawings does not qualify as acceptance of individual deviations.

Deviations may be requested and approved in the form of a clouded detail on a shop drawing with space for initials or signature by the design professional to approve that particular detail. The request for deviation must be presented in written express terms.

3. A drawing label is made available to Q-accredited woodworkers upon payment of the project certification request fee. This label confirms that the project has been registered, and attests to QCP participation by the Woodworker. It should be affixed to your shop drawings.

Additional questions regarding shop drawing requirements or other QCP policies should be directed to any of the following individuals:

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