

# Triennial Inspections

## Frequently Asked Questions

### **Q: What is a Triennial Inspection?**

**A:** A Triennial Inspection has now taken the place of Biennial Plant Inspections and is used for the purpose of project certification accreditation renewal. This inspection is required to take place once every three years. The details of how these inspections are conducted are located in Section 3.2 of the current QCP Policies which can be found at [www.awiqcp.org/about/policies.asp](http://www.awiqcp.org/about/policies.asp).

### **Q: What is inspected during a Triennial Inspection?**

**A:** A Triennial Inspection consists of three mandatory components, with additional product sample requirements as is necessary. The three components are:

1. ***Shop drawings.*** These drawings must conform to the Architectural Woodwork Standards (AWS) Section 1 requirements for shop drawings and submittals. These drawings must be of the project reviewed as a part of this inspection. Shop drawings must be sent to your QCP representative at least three weeks prior to your plant inspection.
2. ***Inspection in your plant.*** This is in order to verify the continued ability to produce architectural woodwork conforming to the Standards. If you are a company on Provisional or Probationary status, then the plant inspection will be conducted at the time of fabrication of your registered project used for this Triennial Inspection.
3. ***Inspection of a certified project.*** This project must be registered and in the process of certification under the terms of Section 4 of the current QCP Policies (for companies of Probationary, Provisional, or Self-Labeling status), or it must be a project which was certified within three years of the inspection (Self-Labeling status). Note that the shop drawings for any project used must conform to AWS Section 1 requirements.

### **Q: What about product samples?**

**A:** Samples are only required for sections in which you are accredited but are not shown as a part of the certified project. For instance, if you are accredited for Premium Grade Wall Paneling (P8) but there is no wall paneling on this particular project, then you need to provide a sample of wall paneling that conforms to the Minimum Sample Criteria for that particular section and have it ready for the QCP Representative to review when he visits your plant. Every section for which you are accredited must be shown either in a project or as samples at least once every three years.

**Q: What if I don't have a certified project at the time of my Triennial Inspection?**

**A:** You have 90 days from the time of your plant inspection (which is scheduled three years from the time of your last Biennial Inspection date) in which to show a certified project. Inspection of a certified project is mandatory for accreditation renewal. Note that additional inspections that are necessary to complete the Triennial Inspection process will be performed at the expense of the woodworker.

**Q: I don't have any work that is required to be QCP Certified at this time. What can I do?**

**A:** Projects used for Triennial Inspections do not have to initially be required to be certified by the project architect or owner. Here are a few details that may help you in transitioning a current project into a certified project (See Section 4 of the current QCP Policies for more details):

1. The project must reference the Quality Standards.
2. Certification must be authorized by the project architect or owner in writing. A copy of the project specifications as well as this authorization must be sent to the QCP Manager of Projects for approval.
3. The project must be of at least AWS Custom Grade (even if you are accredited for Premium Grade, you only need to demonstrate conformance with AWS Custom Grade for the purpose of reaccreditation).
4. Certification must be authorized by the QCP, the certification fees paid in advance, and a project number must be assigned prior to the beginning of fabrication of the project.

**Q: How much does this cost?**

**A:** With some exceptions, there is no additional cost to the woodworker for the Triennial Inspections beyond the customary annual participation renewal fees, and the usual project certification fees (based on contract amount). Exceptions include:

1. Costs associated with a QCP representative traveling to a project site which is not ready for inspection on the scheduled inspection date as agreed. Coordinate closely with your representative to prevent this from occurring.
2. Costs associated with re-inspection of a project for the sole purpose of verifying correction of previously identified compliance issues.

3. Costs incurred as a result of the selected Triennial project not being within 50 miles proximity to the plant.

**Q: I am really confused and have questions. Where do I find more information about Triennial Inspections or answers to other QCP questions?**

**A:** Go to our website at [www.awiqcp.org](http://www.awiqcp.org). There you will find the current QCP Policies, many woodworker resources, project registration information, and contact information for all of the QCC Staff as well as the QCP Representatives. Feel free to call and ask your QCP Representative any questions you may have. Your individual QCP Representative is a great resource for information and will help you to coordinate and plan for your inspections. If you wish to talk to a staff member, please call us at 800-449-8811.