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## MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY FOR PREFABRICATING METAL PLATE CONNECTED WOOD TRUSSES CHECKLIST #0340

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- ❑ (1) Completed ***Product Control Application for Certificate of Competency*** along with a check payable to “*Department of Regulatory and Economic Resources*” for the applicable amount. The application fee covers a one-year program participation period.
- ❑ (2) Letter from the metal plate connector manufacturing company, or copy of the contract, stating that they will supply approved metal plate connectors as per FBC 2319.17.2.2.
- ❑ (3) Letter or a copy of the contract from a lumber inspection bureau or an authorized agency stating that the agency will conduct monthly inspections of lumber used in fabrication, per FBC 2319.17.2.3.4 *Fabrication*. Following each inspection, a report must be submitted to this office by the inspection agency.
- ❑ (4) Letter or a copy of the contract from a lumber inspection bureau or an authorized agency, or an authorized Florida Registered professional engineer, or an authorized independent testing laboratory under the supervision of a professional engineer registered in the State of Florida, stating that they will conduct monthly fabrication compliance inspections per FBC 2319.17.2.3.5 *Fabrication*. Following each inspection, a report must be submitted to this office by the inspection agency.
- ❑ (5) Truss design engineering 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.
- ❑ (6) Trusses must be fabricated in strict compliance with FBC 2319.17.2.2 *Materials and Specifications*. Each truss shall identify the fabricator’s stamp on a web member and 75% of the stamps shall be placed so as to be clearly visible after erection and before placement of ceiling in compliance with FBC 2319.17.2.3.2. 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.
- ❑ (7) The fabricator shall provide means to ensure that trusses handled during fabrication, delivery, and at the job site are not subjected to excessive lateral bending. 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.
- ❑ (8) Submit, if applicable, any additional documents issued by other third-party certification entities such as FDOT, AISC, SJI, PCI, or an ISO 9001 certificate relevant to the scope of fabrication.
- ❑ (9) An initial inspection will be performed at the fabricator’s facility prior to the issuance of the Certificate unless otherwise approved by our Office.