



**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY FOR
PREFABRICATING LIGHT GAUGE STEEL TRUSSES (METAL TRUSSES)
CHECKLIST #0315**

- ❑ (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) Submit a copy of your plant’s Quality Control Program. To assure proper fabrication, the following items must be included:
 - ❑ (a) Cross-section drawings and mechanical properties of shapes. All metal shapes must be properly identified with the strength grade, gauge number, and yield strength (Fy) of the metal.
 - ❑ (b) Profile drawings and mechanical properties of connecting (gusset) plates (if applicable).
 - ❑ (c) Typical mill certificates from the shape supplier.
 - ❑ (d) Identify how and where the shapes are marked with the strength grade, gauge number, and yield strength (Fy) of the metal.
 - ❑ (e) Describe how the cold-formed shapes are fabricated, i.e., press brake, roll forming machine, bending brake.
 - ❑ (f) Sample copies of design calculations, truss drawings, framing layout, and bracing requirements.
 - ❑ (g) Identify type of fasteners and sizes used. Provide manufacturer's product data and name of supplier. If members are welded, provide welder’s certifications or Welder Qualification Test Records.
 - ❑ (h) Describe how trusses are: (1) Handled, bundled, and stocked at the plant, and (2) Transported, unloaded, stocked, and protected at the job site.
 - ❑ (i) Does your company contract for the erection and installation of your product?
 - ❑ (j) If so, provide information on proper handling, erection, and bracing.
 - ❑ (k) Describe plant's safety program and employee training in quality control.
- ❑ (3) Each truss must be identified with the name, logo, or other markings that clearly identify the fabricator. A permanently attached sticker or a stamp preferably on a web member, so as to be clearly visible after erection, is an acceptable method. Provide a sample of the identification and where it will be located on the truss.
- ❑ (4) Design engineering drawings must be kept as part of your records for not less than five (5) years. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (5) Trusses shall be in strict compliance with the Florida Building Code. Provide a statement on company letterhead (signed by an official of the company) that this will be done.
- ❑ (6) 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.
- ❑ (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.