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**MINIMUM REQUIREMENTS FOR OBTAINING A CERTIFICATE OF COMPETENCY FOR  
PREFABRICATING TRUS JOIST WOOD AND STEEL OPEN-WEB TRUSSES  
CHECKLIST #0343**

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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 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.
- ❑ (3) Letter from an authorized independent quality assurance agency, or an authorized Florida registered professional engineer, or testing laboratory, under the supervision of a professional engineer registered in the State of Florida, stating that they will conduct monthly fabrication compliance inspections, i.e., third party quality control inspections. Following each inspection, a report must be submitted to this office by the inspection agency per Florida Building Code 2319.17.2.3.5.
- ❑ (4) Quality Control Manual developed by the applicant as supporting evidence that the production facility has the capability by reason of commitment, personnel, organization, experience, procedures, knowledge, and equipment to prefabricate wood and steel open-web trusses.
- ❑ (5) Manufacturer’s certification that the webs are manufactured and tested in accordance with ASTM A500.
- ❑ (6) Manufacturer’s certification that the steel pin connectors are manufactured and tested in accordance with ASTM or SAE specifications.
- ❑ (7) Manufacturer’s certification that the bearing clips are manufactured and tested in accordance with ASTM specifications.
- ❑ (8) Steel plate and bolt material specifications for the tension connectors.
- ❑ (9) Open-Web Truss Manufacturing Standards for each product.
- ❑ (10) Product identification, handling, protection, inventory control, and shipping at the production facility.
- ❑ (11) Product handling and storage requirements at jobsite.
- ❑ (12) Provide information on the production facility’s employee training in quality control and safety.
- ❑ (13) 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.
- ❑ (14) 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.
- ❑ (15) 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.
- ❑ (16) An initial inspection will be performed at the fabricator’s facility prior to the issuance of the Certificate unless otherwise approved by our Office.