



**The Wood Energy Technical Training Program
Reference Manual**

CHAPTER 14
INSPECTION PROCEDURES
System Inspections and Technical Evaluation (SITE)

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TABLE OF CONTENTS

CHAPTER 14

INSPECTION PROCEDURES

1. INTRODUCTION	1
2. SYSTEM INSPECTIONS AND TECHNICAL EVALUATION	
2.1 Levels of Inspection	2
2.2 SITE Guidelines.....	2
2.3 WETT Recommended Inspection Checklists	2
2.4 SITE Certification Courses	2
2.5 Determining the Correct Level of Inspection	3
2.6 The Basic Visual Inspection (Level 1)	3
2.7 The Comprehensive Inspection (Level 2).....	3
2.8 The Comprehensive Inspection (Level 3).....	3
3. THE INSPECTOR'S ROLE	
3.1 Responsibility of the Inspector	5
3.2 Accountability of the Inspector	5
3.3 Types of Inspectors	5
3.4 Liability.....	6
4. COMMUNICATION	
4.1 Who is Your Client?	7
4.2 Communication Overview.....	7
4.3 Before You Arrive for the Inspection.....	8
4.4 Upon Arrival for the Inspection	9
4.5 During the Inspection	9
4.6 The Follow-up Inspection	10
5. THE SURVEY AND INSPECTION PROCESS	
5.1 The Outside Visual Survey	11
5.2 The Inside Visual Survey.....	11
5.3 The Outside Visual Inspection	11
5.4 The Appliance and Venting System Inspection	12

6. DOCUMENTING AND REPORTING YOUR INSPECTION	
6.1 Inspection Photographs.....	13
6.2 Inspection Reports.....	13
6.3 Distribution of the Inspection Report	14
7. THE INSPECTOR'S KIT	
7.1 Inspection Tools, Equipment and Reference Materials.....	15
8.0 INSPECTION ISSUES	
8.1 Should I Make Adjustments of Any Kind to a System I Am Inspecting?	16
8.2 Should I Mention Specific Companies, Brand Names or Products?	16
8.3 How Should I View the Old Saying: "A Man's Home is His Castle"?	16
8.4 Should I Avoid Giving My Opinion or Using My Judgment?	17

APPENDICES

Appendix A: Levels of Inspection Chart and Guidelines	19
Appendix B: WETT Recommended Inspection Checklists.....	25
• Wood Stove and Flue Pipe	
• Factory-built Fireplace	
• Factory-built Chimney	
• Masonry Fireplace	
• Masonry Chimney	
• Fireplace Insert or Hearthmount Stove	
• Pellet Stove and Venting	
• Wood Burning Furnace or Boiler	
• Generic Supplementary Comments Page	

Solid fuel systems can be hazardous when they are not installed properly. A large number of wood heat related fires have been attributed to improper installation of appliances and chimneys. Inspection is widely viewed as the main way to alert homeowners to potential hazards and to get installation errors corrected before fires can occur. In addition, the inspector of an existing installation may be qualified to advise a homeowner how to change his or her operating technique to reduce creosote accumulation in the chimney. An inspector can also reinforce the importance of regular cleaning and maintenance of the wood burning system.

The inspection of a solid fuel fired heating system is a demanding and sensitive job. The inspector faces hundreds of appliance types and system configurations and has complex regulations to follow. The homeowner sees the inspector as an expert in the technology and expects reliable information and advice on the safety of his or her system. The inspector assumes a major responsibility each time a home is entered for the purpose of inspection.

The information in the other chapters of this manual is necessary background for conducting thorough inspections. In this chapter, you will learn about the three levels of inspection recommended by WETT, what constitutes an inspection at each level, some best practices for communication with the homeowner as well as suggestions about how to protect yourself from liability that can result from your work as an inspector.



2. SYSTEM INSPECTIONS AND TECHNICAL EVALUATION (SITE™)

2.1 Levels of Inspection

The Levels of Inspection chart can be found in Appendix A.

SITE™ is a trademark owned by WETT Inc. It is a set of standardized guidelines recommended by WETT for the inspection of wood burning solid fuel systems.

In the SITE Levels of Inspection chart, Level 1, 2 and 3 inspections have been clearly defined under the headings of: Scope (what is included), Purpose (why and when) and Process (what to expect).

Under WETT's SITE inspection system, inspections fall into one of three levels depending on the depth of the inspection requested or required. The development by WETT Inc. of the SITE system of clearly defined levels of inspection eliminates many field inspection issues for both the inspector and homeowner.

Prior to the development of SITE, the term "inspection" really had no universally accepted meaning. As a result, the fees charged for an inspection could range from very low to very high. A customer's expectations versus the inspector's intentions and charges for a specific inspection were often very different.

Furthermore, there was no consistency between inspectors as to what should or should not be included in a "basic" or "visual" inspection. The inspection reports provided by each inspector were different and ranged from a verbal report to a very detailed written report. Frustration and dissatisfaction for clients and inspectors alike were the frequent result of these inconsistencies of understanding and practice.

2.2 SITE Guidelines

The companion SITE Guidelines document provides additional information as a supplement to the SITE Levels of Inspection Chart. The Guidelines are reproduced in Appendix A.

In addition to clarifying your inspection responsibilities, the SITE Levels chart and the Guidelines can be used by you when explaining your inspection services to a client. You may want to reprint both documents as a customer handout, which you could include with your inspection report to your client and/or homeowner following an

inspection. Digital copies of both documents are available on the WETT website (www.wettinc.ca).

2.3 WETT Recommended Inspection Checklists

The WETT Recommended Checklists included in Appendix B of this chapter are offered as a minimum guide and may be used by you as they appear here or may be modified to better suit your unique practice and work circumstances. The use of checklists is seen by WETT as one method of ensuring greater consistency in both inspecting and reporting activities.

As an inspector, conscientiously and carefully using a Checklist during an inspection will help ensure that you have not overlooked or forgotten to check an element of the wood burning system.

The boxes marked "UTI" (unable to inspect) are important. They ensure that you have noted and marked the areas that cannot be seen at the level of inspection being performed. In the case of a future fire resulting from a hidden defect, your diligence and careful documentation now may provide you some protection from future potential liability.

It is very important that the customer understand before the inspection that it is to be expected, particularly in Level 1 and Level 2 inspections, that there will be some areas marked "UTI." This is not in itself an indication of a need for a more comprehensive inspection. However, the latter would be the case if something seen during an inspection leads you to suspect a hidden hazard. In such cases, notations should be made in your report.

2.4 SITE Certification Courses

In 2009, the WETT training and certification program was expanded to include SITE (System Inspections and Technical Evaluation). Two new certification courses have subsequently been developed and offered by WETT Inc.

SITE Basic Inspection is a one-day course that has been added as a required WETT certification component for all participants. The three-day Code Compliance (CC) and the two-day Woodburning Systems (WB) courses are pre-requisites to the SITE Basic Inspection course (SB).

The one-day SITE Comprehensive Inspection course is offered to WETT certified sweeps and/or technicians who have successfully completed the Woodburning Systems

course and the two-day Chimney Sweeping course (SW) as well as the SITE Basic Inspection course.

A SITE Comprehensive Inspector has thus completed a minimum of nine days of WETT certification training, has a minimum of eighty weeks of technical field experience and must also have access to the many tools and specialized pieces of equipment that may be necessary during the completion of a Level 2 or 3 inspection.

The intent of these courses and the related course materials is to promote consistency in inspection offerings, terminology and reporting to clients across Canada.

2.5 Determining the Correct Level of Inspection

Members of the public regularly request an inspection of a wood burning system for a variety of different reasons. The inspection of solid fuel systems can be a complicated procedure often requiring the expertise of a WETT certified inspector.

It is essential, at your first contact with either the third party who is contracting the inspection or the homeowner who is requesting it, that you determine what type of inspection is required. WETT identifies three Levels of Inspection:

- Level 1 (“Readily Accessible”)
- Level 2 (“Accessible”)
- Level 3 (“Concealed Accessibility”)

Once you have determined the correct inspection level, it is very important that the homeowner understand the Scope (what is included), the Purpose (why and when) and the Process (what to expect). Use the Levels chart to make this discussion easier for yourself and the homeowner.

2.6 The Basic Visual Inspection (Level 1)

SITE certified Basic Inspectors are trained to complete a Level 1 Basic Visual Inspection. This type of inspection is of the readily accessible parts of a wood burning system. Its purpose is to determine whether the system meets current standards and regulations such as those in the appliance or venting installation manual, the National Building Code and CSA B365.

As a SITE Basic Inspector, you should recommend that the third party or the homeowner contact a WETT certified SITE Comprehensive Inspector if:

- Your Level 1 inspection leads you to suspect a hidden hazard,
- A more comprehensive inspection or an evaluation to determine system integrity is requested,
- A wood burning system is not functioning properly or is damaged,
- There are concerns such as smoke spillage, rapid creosote accumulation, etc.

As a Level 1 inspector you are not expected to take apart any components such as the stovepipe/chimney connector, rain cap or components of the appliance itself. Comprehensive inspections of this type are to be completed by a SITE Comprehensive Inspector and are usually associated with a Level 2 inspection.

2.7 The Comprehensive Inspection (Level 2)

A WETT certified Comprehensive Inspector is trained to perform a Level 2 or Level 3 inspection.

A Level 2 comprehensive inspection examines all accessible components of the system for clearance to combustibles and for obstructions or deposits. To do this properly may require some disassembly of the accessible components. It does not include any invasive procedures such as those required in a Level 3 inspection. Also included is an evaluation of the construction, sizing, condition and suitability of the accessible components of the system. Finally, an evaluation of the overall function of the system is also required.

Please refer to the Levels of Inspection chart in Appendix A for additional information about the Purpose and Process to be followed for a Level 2 inspection.

2.8 The Comprehensive Inspection (Level 3)

A Level 3 comprehensive inspection includes all the inspection points of a Level 2 but, in addition, does require the inspector to use invasive methods to determine clearance to combustibles, construction techniques, sizing, condition and suitability of system components in areas that are concealed and not accessible for examination during a Level 1 or Level 2 inspection process. In addition, a Level 3 inspection involves a careful examination of the building’s construction surrounding hidden system components for evidence of damage or improper clearances.

2. SYSTEM INSPECTIONS AND TECHNICAL EVALUATION (SITE™)

Before proceeding with a Level 3 inspection, it is necessary that the customer be made fully aware of the process. You should have written confirmation of their understanding that damage to some areas of the building during the inspection will be necessary in order to provide the required access to concealed parts of the system. In addition, the confirmation document should clearly identify who is responsible for the repairs to the building after the Level 3 inspection and who is responsible for the costs associated with the repairs.

Please refer to the Levels of Inspection chart in Appendix A for additional information about the Purpose and Process to be followed for a Level 3 inspection.

3.1 Responsibility of the Inspector

Some solid fuel system inspectors are self-employed. They may be working as a chimney sweep or a home inspector. However, other inspectors work for agencies that need to have inspections conducted as part of their mandate or business requirements. Municipal building and fire departments employ inspectors to enforce building and fire safety regulations. Insurance companies employ inspectors to assess risk for the purpose of approving or renewing policies and setting rates. A retail store owner or contractor may ask an employee to perform inspections for a variety of reasons.

Inspectors are responsible for performing accurate and thorough inspections. This is an important responsibility and one that demands advanced preparation in the form of certification training, as well as concentration while the job is being done.

The inspector's employer shares part of the responsibility for the inspection. The employer provides the inspector with the training, tools, inspection forms and time needed to do the job properly. If the employer does not provide any of these four ingredients, the inspector will be unable to fully carry out the work.

3.2 Accountability of the Inspector

In most cases, an inspector works alone. No other member of the agency or company employing him or her is present for the inspection. The inspector is, therefore, solely accountable for the result of the inspection. This puts a great burden on the inspector for the thoroughness of the inspection and accuracy of the report.

Because you are accountable for your work as an inspector, it is in your interest to document the inspection thoroughly in case questions arise later. A thorough completion of Inspection Checklists for both the appliance and system components, taking photographs of the installation and writing down what you see when you inspect; all this information provides a documented trail of your inspection. Without such diligence, as an inspector you could potentially be held liable if a subsequent fire damages the house and the cause is traced to improper installation.

3.3 Types of Inspectors

3.3.1 Building Inspector or Fire Department Member

Municipal inspectors who are WETT certified may be requested to perform an inspection of a solid fuel heating system. This would normally take place during the new construction phase or when an appliance is being installed. The inspector will complete a Level 1 basic visual inspection using the requirements of the manufacturer's installation instructions, the building code and CSA B365. She or he may also be required to inspect after a fire occurrence or an identified code violation.

3.3.2 Insurance Inspector—Risk Analysis

Insurance companies often require an inspection and re-inspection of the homes they insure. Each company may have its own inspection forms and/or inspection requirements based on its specific underwriting guidelines. For example, one company may choose to insure a home only if the wood-burning appliance is EPA rated. This has nothing to do with code requirements but may be part of a specific policy of the company. Some insurers train employees to complete these inspections while others will retain an independent loss control inspection firm or WETT certified inspector.

Many insurers request that inspections be completed by WETT certified professionals. It is important to note that this is only a Level 1 basic visual inspection. A SITE Comprehensive Inspector may be required to complete a more thorough comprehensive inspection i.e., Level 2 or 3, depending on the condition of the system or its installation.

3.3.3 Independent or Home Inspector

The real estate industry now regularly requests a home inspection prior to the sale or purchase of a home or property. Typically, this inspector may inspect the electrical, plumbing and structure, etc., looking for deficiencies to be reported to the potential client. Today, many home inspectors have taken WETT courses and become certified SITE Basic Inspectors.

These inspectors may complete a Level 1 inspection of the solid fuel heating system, listing problem areas to report to the real estate agent and the potential buyer/seller in the home inspection report. Depending on the findings, this report may recommend that a WETT Comprehensive Inspector perform a more thorough inspection of the system components i.e., conduct a Level 2 or 3 inspection.

3. THE INSPECTOR'S ROLE

3.4 Liability

In the context of this chapter, liability is the state of being legally responsible to compensate for damage to a person or to the person's property. As an inspector, you may be in a position of potential liability by the very nature of your work.

Here is an example that illustrates the mechanism of liability. A homeowner purchases and installs a wood burning space heater without obtaining a building permit. If a fire occurs because the proper installation clearances were not observed, there is no one to blame but the homeowner. However, if the homeowner hires someone considered to be an expert to review the installation and determine whether it is correct, the expert could be held partly responsible for a subsequent fire.

The key issue here is what the homeowner thinks he or she is getting from the expert. Homeowners expect municipally employed inspectors to be competent and to deliver good quality government services. If a private inspector receives money from the homeowner in the form of a fee to cover the cost of inspecting, then the homeowner has reasonable grounds for believing that the inspector is a professional who knows the technology and regulations and has conducted a proper inspection. If the inspector says that the installation conforms to the regulations, the homeowner will think that it is safe. A subsequent fire caused by inadequate clearance or other installation related factors with that specific installation could make the inspector open to legal liability.

Here is another example that illustrates liability. What if the inspector inspects only part of the total system because a section of the chimney is concealed behind panelling? The inspector's exposure to liability would be high because that inaccessible part of the system could be installed in a hazardous way. But if the inspector fully documents the visual inspection and informs the homeowner that the chimney was not inspected because it was inaccessible, the inspector's legal liability would be greatly reduced.

Fire and building inspectors who work for municipal governments are normally protected from personal prosecution for errors or omissions by the terms of the enabling legislation under which they perform their assigned duties. Such protection is usually valid only if the inspector is considered to be discharging his or her duties in good faith. This means that, should a problem arise, it

is assumed that he or she intended to do a good job but, through error or omission, failed to report a hazardous condition.

Legislation does not usually protect municipal governments from prosecution. Therefore, the inspector should act in good faith and be very conscious of protecting the employer from prosecution by always keeping the liability risk in mind and acting accordingly during his or her inspection.

Beyond conducting a proper inspection, your best protection from liability is to thoroughly document the inspection both in writing and with photographs. If you simply tell the homeowner about problems with the system, he or she may claim later that you failed to give sufficient warning. In court, it could be your word against that of the homeowner and you might lose. Based upon your inspection using the appropriate appliance and system Checklists, the comments you wrote at the time of your inspection and the photos that you took, you prepare your Inspection Report. Make sure your client understands the report, especially those areas where problems are found. Be sure to file your report and its corresponding photographs in a safe and secure location for future reference if required.

4.1 Who is Your Client?

As an inspector, identifying who is your client is quite important. There are two potential sources of request for your inspection services: the homeowner and a third party. If your client is a third party, rather than the homeowner himself, this will have communication implications for you throughout the process, from first contact to reporting your inspection results.

4.1.1 Homeowner Inspection Requests

Often a homeowner will contact you to do an inspection of his or her wood burning system. Usually they will not fully understand the various types of inspection that are available to them and so you will have to educate them as to the Levels of Inspection. Most commonly, the request will have activities that are associated with a Level 1 inspection.

There are several reasons why a homeowner is requesting an inspection. The first is that they wish the system to be cleaned and inspected. They may be accustomed to doing this on an annual basis. The second is that they are preparing to sell the home and want to be confident that the system is approved and can be operated safely. Often, they will tell the prospective buyer about the results of your inspection or may even provide them with a copy of your inspection report. And third, if a homeowner is changing insurance companies, the new insurance company may ask the homeowner to provide proof of inspection by a qualified person.

4.1.2 Third Party Inspection Requests

These days, third party requests may make up a large percentage of inspection related inquiries you will receive. Typical third parties are: an insurance company, a real estate agent or agency, a potential home buyer or a home inspector. Each of these parties has a client who is a homeowner with a wood burning system in their residence, cottage or place of business.

The insurance company usually requires an inspection report as a pre-requisite to evaluating an insurance policy application or renewal from the home or business owner. A real estate agency or realtor is requesting an inspection on behalf of either a client who is selling a home or business or a potential purchaser who has requested an inspection report. A home inspector requests an inspection because he or she is not qualified or accredited to perform a thorough inspection of the appliance and vent-

ing system. And finally, a potential home buyer is considering buying a home that has a wood-burning appliance installed and he or she wants to be assured that the system meets code requirements and can be operated safely.

Regardless of who makes the request, you will have to spend some time talking with them to better understand the reasons for their inspection request and then to determine what level of inspection is required. If you are a Level 1 certified inspector and the client's reasons or circumstances exceed the limits of this level, you will have to refer the client to another inspector certified to do a comprehensive inspection. In doing so, you will certainly have to educate the client about the differences between the various inspection levels so that he or she can clearly understand the criteria and limitations of each inspection level and why you are making the referral.

4.2 Communication Overview

Whether your client is the homeowner himself or your client is a third party, you will still have direct involvement with the homeowner.

Communicating effectively with the homeowner is a very important part of the inspection process. Not only do you need to give information to the homeowner about the inspection process, you also need to ask relevant questions that will provide you with important information about the installation itself, its performance and maintenance history. You will also need to be clear about the customer's expectations for the outcome of the inspection while ensuring that he or she clearly understands the scope, purpose and process that will be involved in your inspection.

In the case of a third party request, confirm that the homeowner understands your reporting requirement to the third party and any limitations that relationship may place on your ability to share specific information, reports, etc. directly with the homeowner.

We often think that communication only involves the words that we speak or the material that we provide to the homeowner. While these are very important elements to our contact with the customer, how you look and act while talking with the homeowner are equally important. This is the non-verbal part of your communication with the client and you must be aware of its impact.

4. COMMUNICATION

This section will review good communication practices and habits that will ensure you develop and maintain a productive, professional and cooperative relationship with the homeowner.

4.3 Before You Arrive for the Inspection

When does your communication start with the homeowner?

In reality, there are three starting points: your advertising, customer feedback and satisfaction, and your first phone or internet contact with the potential customer.

4.3.1 Advertising

Carefully consider all the ways that you advertise your inspection service to potential customers in your community. Common methods are advertisements in the local Yellow Pages, community newspapers or distribution of community-targeted flyers. If you work for a company, municipal or provincial agency, then the inspection service is usually well known and associated with that organization's role in your community.

If possible, ensure that your WETT inspector certification credentials are clearly indicated in any advertising and provide easy access to you or your company through local or 800 phone numbers and website/e-mail addresses.

If you use a message answering service for your business phone, record your message in a clear and friendly voice, keeping the contact information short and helpful to the caller. If possible, provide the caller with the expectation that their call will be promptly returned within a reasonable time period.

You should have a business card that clearly identifies your company or agency, your name, job title, services offered and contact information. You should also consider indicating your inspector certification level on the card. You may wish to get the assistance of a graphic designer to help you create professional looking business cards that will communicate to the potential customer a favourable first impression of you and your services.

Similarly, if you use a website for your business, invest time and, if necessary, some money into ensuring that it is easy to navigate, provides helpful information and reinforces your expertise in wood heating system inspections.

4.3.2 Customer Feedback and Satisfaction

Your best communication is a satisfied customer who tells family, friends, neighbours and co-workers about his or her excellent experience with you as a professional. If someone calls you from this type of word-of-mouth feedback, you have already communicated a positive impression to the potential client even before you actually talk to him or her!

4.3.3 The First Phone Call

This is a crucial point in your early communication with a potential customer. Apart from providing each other with important factual information about the situation and requested services, you are also creating an impression by your voice tone and energy, telephone manners, the questions you ask and the answers you give to the customer's questions.

In your initial conversation with the homeowner and/or the third party client, you will need to get as much of the following information as possible:

- Name of the homeowner and/or your contact person
- Full address of the inspection site and, if necessary, accurate directions to the location
- Contact telephone numbers (home and cell phone) for your homeowner contact
- The reason(s) the inspection is being requested
- Information about the style of house, type of appliance or fireplace and venting system to be inspected
- Date of last inspection, system cleaning, etc. and by whom
- Results of the above services including any identified issues or concerns
- Any performance problems experienced by the homeowner
- Mutually agreeable date and time of your inspection visit

You will need to give the homeowner or third party client the following information:

- The appliance or fireplace should not be active prior to your visit so that it is cold during your inspection
- A clear description of what will specifically be included in your inspection and what will not be, i.e., the scope, purpose and process of your level of inspection
- You will be looking at the wood burning system both outside and inside the home

- You will be taking notes and photos during the inspection process and briefly explain the reasons for these activities
- What you will be doing during your inspection
- If the homeowner has a copy of the manufacturer's installation and operating manual, ask to have it available for your review upon arrival
- Approximately how long your inspection will take
- If a third party such as a home inspection agency, real estate agent, insurance company or potential home buyer is requesting the inspection, clarify your relationship with them and how this may affect your sharing information about the inspection with the homeowner
- If the homeowner himself is your client, clarify his expectations about feedback on your inspection and receiving your written report
- The estimated cost of the inspection, if appropriate

All of the above initial direct and indirect communication with the potential customer/home owner creates an important professional climate for your ongoing business relationship. Their importance should not be underestimated in any of your communications.

4.4 Upon Arrival for the Inspection

First impressions can last a long time. Research indicates that most of us form an initial and often lasting impression of a person within the first thirty seconds of meeting them in person, on the phone or based on the impressions of another person.

You have already had your first encounter with the homeowner during the initial telephone conversation. Arriving at the residence to begin your inspection gives you a second chance to build upon the favourable impression you created or, in the instance of a less than satisfying first contact, to rebuild the relationship with the customer.

Remembering that communication with the homeowner is not only what and how you say things but also how you look and conduct yourself while at the home, here are some best practices to keep in mind.

- Be on time. If you are going to be late, call and negotiate a later time or date.
- Ensure that your vehicle is clean and well maintained.
- Look professional but dress appropriately for the inspection tasks you will be performing.
- Introduce yourself cordially to the homeowner and show them your WETT wallet card. Give them your

business card.

- Quickly review the inspection process you will follow including an initial outside and inside survey of the appliance and its venting system.
- Explain clearly any limits on your inspection activities e.g., visual inspection only, not invasive.
- Quickly clarify the homeowner's expectations for your inspection.
- Explain that you will be taking notes and some photos during your inspection and ask for their consent to take photos as part of your inspection record.
- Tell them what tools you will be using in your inspection.
- Use appropriate and civilized language at all times.
- Begin your inspection quickly and appear orderly in the process you use.
- Indicate that when you are done, you will provide some feedback according to the previously agreed limits and expectations about the inspection.

4.5 During the Inspection

The inspection process requires you to be singularly focused on examining the appliance and its venting system to ensure compliance and safety. However, in some instances the homeowner will remain close by, interested in what you are doing and your ongoing evaluation of the various inspection points. You may even need his or her assistance in moving furniture or getting photos of labels, system components and construction techniques. In other situations, the homeowner may leave you alone to carry out, record and complete your inspection.

Whatever the situation you encounter with the homeowner during your inspection, you will have to share information with him, answer questions and likely even ask questions yourself about the installation or how it is used. Here are some communication best practices to use with the homeowner while you are doing the inspection.

- Always respect the customer's possessions, being careful not to move or otherwise interfere with their placement without the owner's permission.
- Where appropriate, be informative and helpful, explaining what you are looking for and its importance for compliance and safety.
- Carefully edit and monitor your reactions and statements about what you are noticing during your inspection in order to properly manage the homeowner's emotional reactions and behaviours to what you are doing and saying.

4. COMMUNICATION

- If you are qualified to do so, go over proper operating techniques, using the moment of inspection as a value-add teaching opportunity with the customer when it is appropriate to do so.
- If the customer is overly intrusive into the inspection process with comments and actions that hinder your examination, diplomatically ask the customer to be patient and to give you an opportunity to effectively carry out your work.
- If it becomes apparent that you are going to be longer than you had originally indicated in your inspection, tell the homeowner and ask their permission to run longer than planned.

4.6 The Follow-up Inspection

During an inspection at any of the three levels, areas of non-compliance may be found. If the client's goal is to eliminate these identified non-compliance issues before a final inspection report is issued, then a follow-up inspection will be required.

Once again, a clear understanding between you and your client about the next steps is an absolute necessity. Here are some helpful questions to discuss with the client.

- What needs to be done to bring the system into full compliance?
- Who will do the repairs?
- When will the follow-up inspection be completed?
- What will happen if the recommended changes expose other areas of non-compliance that your initial inspection was unable to discover?
- What proof of repair will be provided to you at your follow-up?
- What are the additional fees due to you for at least one follow-up inspection before your follow-up inspection report is issued?
- What is the fee payment plan? Paid now for work completed to date or paid for your initial inspection and follow-up upon completion of the repairs and delivery of your report?

The inspection process for the WETT SITE program is divided into three distinct activities:

- The outside visual survey and inspection
- The inside visual survey
- The appliance and venting system inspection

If this is your first inspection of this appliance, these three steps are part of the inspection process at all levels of inspection. However, in the case of a follow-up inspection after system repairs or in the case of a Level 2 or Level 3 Inspection following a Level 1 you completed yourself, some steps will be either modified or unnecessary.

The appliance and venting Inspection Checklists will require that the inspector provide specific information obtained from each activity in the process. Remember that you will be taking photographs throughout your surveys and inspection, so explain your need to do this to the homeowner and get his consent to take photographs before beginning the surveys and inspection process.

5.1 The Outside Visual Survey

Upon arrival at the inspection site, and after introducing yourself to the homeowner, remain outside the structure and familiarize yourself with any of the visible signs of the wood burning system. From your initial phone contact with the homeowner, you should already know what type of venting system is being used. Visually confirm the information you have been given by the homeowner with respect to venting type and location. Is this primarily an inside or outside installation?

While standing at a distance from the home, take note of any nearby structures of the building that may affect the proper drafting of the system and note if the chimney height above the roof line and nearest peak(s) appears adequate. Note any nearby trees or other structures that may also impact upon the efficient functioning of the wood-burning appliance. If the homeowner is with you during the outside survey, confirm the direction of the prevailing wind. Also ask if he has had any noticeable back drafting or poor drafting issues. Evidence of creosote on the cap and/or severe staining at the top of the chimney may be evidence of poor appliance function.

5.2 The Inside Visual Survey

Upon entering the home, make your way to the location of the wood burning stove, insert or fireplace. Make a

note as to its location in the home: main floor, basement or upper level. Stand away from the hearth area and take note of the surrounding structures, finishing and trims. Take note of any nearby furnishings, wood supply, etc. that may present you with clearance issues during your inspection. Take a photo to remind you later of the general features of this installation.

Since this is a survey only at this point and not the active inspection part of the process, you are looking to form an overall impression of the wood burning appliance, visible parts of the venting system and surrounding structures such as hearth, wall coverings, mantle, ceiling height, wall clearances, etc. before you begin your inspection activities. Does the homeowner have a manufacturer's installation and operating manual that you can review before you begin your inspection? Are smoke spillage stains readily apparent on the appliance, wall or ceiling? Take note of the flue pipe type and visible connections to the appliance and the venting system.

You will be able to make some notes and evaluations on your Inspection Checklists based solely on your inside visual survey.

Once you are confident that you have a good appreciation of the overall visible components of the system and how the homeowner uses it, now you can begin your inspection activity.

5.3 The Outside Visual Inspection

You may continue with the outside inspection after your initial outside survey, or you may decide to do it after your survey of the appliance inside the house. The timing of this part of the inspection process is up to you.

From a distance, a good pair of binoculars is a welcome aid and will allow you to closely view the exterior portions of the venting system. Use the telephoto feature on your camera to take pictures of the various visible components on and beside the roof, to serve as a visual record of your outside inspection.

In the case of a Level 1 inspection, this view from the ground will enable you to make comments and check off items on the appropriate inspection checklist. In the case of a Level 2 or Level 3 inspection, your inspection activities will be much more comprehensive. As a result, your photographs and your notes will also be much more

5. THE SURVEY AND INSPECTION PROCESS

detailed. Even with a comprehensive inspection, though, there will still be areas you may be unable to inspect and you will need to make note of these as well.

5.4 The Appliance and Venting System Inspection

Using the correct Inspection Checklists for the appliance and venting system being examined, work your way through each Checklist item. Remember that if this is a Basic visual inspection, you are not expected to disassemble components or use tools to remove inspection or access panels during the inspection process as you would during a comprehensive inspection.

Look for and if possible, photograph any appliance or venting labels that are present.

It will take some experience with the Checklists to establish your normal inspection routine to ensure that you can efficiently and accurately determine the compliance, non-compliance or UTI (Unable-To-Inspect) status of the inspection points appropriate to this inspection level. Take photographs of any inspection point that is of note or concern to you during the inspection, especially those elements that are non-compliant or UTI. Keep detailed notes on inspection points that will require comment on the Checklist. It is often helpful to pair a photo with a Checklist note or comment.

Frequently the homeowner is nearby, often asking you questions or monitoring your survey and inspection activities as well as your reactions to what you are seeing and noting. Only inspection experience will help you establish an efficient and responsive rhythm to your activities while simultaneously interacting with the homeowner in a helpful, courteous and diplomatic manner.

6.1 Inspection Photographs

Each WETT Inc. recommended Inspection Checklist has a place to record that you created a digital photographic file on the inspected appliance, venting system and other notable features. If your agency or company does not currently have a space for this type of entry, you may wish to suggest they amend the forms to include this important record notation of photographs having been taken along with the file reference.

Develop your own cataloging and cross reference system for your digital library of inspections. Ensure that their security from theft and fire is assured and that the homeowner's privacy is maintained.

Digital photographs can be helpful to later jog your memory of the details of the installation if questions arise, if you are asked to do a follow-up inspection or if there is some future dispute with the homeowner and/or requesting third party concerning the findings and conclusions of your inspection.

6.2 Inspection Reports

Inspectors differ in when they choose to complete the official inspection report. If you work for a municipal authority or insurance agency, policy will determine how and when this documentation is done. If you are an independent inspector, you may wish to complete the report and necessary official documentation either while on-site or after leaving the customer's home. If the inspection is a complex one and the report will take some time to complete thoroughly, you will probably do it back at your office, using your on-site notes and photographs as your guide.

If your report is not presented to a client homeowner when you complete your inspection, you will need to tell them when and how they will receive it. If this is the case, then make sure you do provide the report on or before the date you have promised.

6.2.1 The Level 1 Inspection Report

While you are conducting the inspection, you have been filling in the appropriate inspection checklist(s), taking photographs and writing additional comments and other helpful assessment notes on your inspection forms.

In the case of a Level 1 inspection, your report may only be the completed Checklists. Most inspections will

require the use of two of these Checklists: one for the appliance and the other for the venting system.

Each inspection checklist in Appendix B has several compliance sections in addition to the client and homeowner information section. There is also a section for recording the general and certification information for the specific appliance or venting system you are inspecting. There are a number of check boxes relating to the clearance and code compliance issues.

The Comments section of each checklist is where you will make notes on all areas of concern and non-compliance that you identified in your inspection. The Comments section can also be used for anything else of importance that you have noted. This may include your recommendation that a Level 2 inspection be performed. There is provision for the addition of extra pages of comment if you need them. A generic comments page has been provided in Appendix B of this chapter.

It is important that you carefully document both the number of pages in each Checklist that you used during your inspection and the total number of pages in your complete inspection report.

6.2.2 The Level 2 Inspection Report

This report will typically include the appropriate Checklists for the appliance and venting system. However, in a Level 2 inspection, there may be fewer inspection points marked "UTI." In addition, you should have recorded some general comments on the overall system and its apparent performance. These comments could include such things as the deposits you may have found in the flue, the condition of the flue liner, the condition of the interior of the appliance and anything else of note that you found during the inspection process.

At this level of inspection you may also have conducted some system performance tests. Comments on your findings and the results of any tests performed may be detailed in the Comment sections of your Checklists or may require an additional written report. How you report your Level 2 inspection is your decision. It will depend on your findings, the tests you conducted, your preferred reporting methods or the reporting requirements of your employer.

6. DOCUMENTING AND REPORTING YOUR INSPECTION

6.2.3 The Level 3 Inspection Report

A Level 3 inspection report will need to be a very detailed description of your findings, possibly including completed Checklists. During your inspection you have made one or more access holes in the building materials surrounding parts of the system. Your inspection report will comment on the code compliance of system components now exposed, the correct use of components and their condition as well as any evidence of damage to building materials in each newly accessed area of inspection.

You will have taken photographs that document your findings. These may or may not be included in your report.

Unless the system has now been completely exposed during your inspection, there will still be some areas that you have not inspected. Your report must clearly explain that there are specific areas you are unable to inspect and why you did not or could not access these concealed areas.

6.3 Distribution of the Inspection Report

If you work for an agency or company, official policy will determine if, when, how and what of the inspection report is shared with the homeowner. If your photographs are considered by policy to be part of the report, then they too will have to be catalogued and shared. Often however, photos are not shared with the client by the inspector.

If your client is a third party, prior to the inspection you will have clarified with them those parts of the inspection report that may be shared with the homeowner, how and when this will be done and by whom.

7.1 Inspection Tools, Equipment and Reference Materials

Every trade has its specialized tools, and wood heat inspections are no exception. It is frustrating and time-consuming to get partway through an inspection only to find that you can't complete the work because of a missing tool.

The equipment and supplies listed here represent those recommended by experienced WETT certified inspectors.

References and Documentation

- Business cards
- WETT photo ID wallet card
- Copy of the applicable building code and/or fire code
- Copy of CSA B365
- Copy of local regulations, if applicable
- Inspection Checklists
- Safety information pamphlets or booklets

7.1.1 Level 1 Basic Inspection Tools

- Metric and imperial tape measure;
- Mirror (unbreakable with a telescopic handle if possible, reasonable size);
- Reasonable size magnifying glass, perhaps with built-in light;
- Flashlights (hand held or head harness or with tripod base);
- Digital camera (with a good zoom, anti-blur and macro close up features);
- Binoculars;
- Hand held remote inspection camera with a 3' to 4' flexible wand and built in light source can often be very useful.

7.1.2 Level 2 Inspection Tools

- Tools used in a Level 1 inspection;
- Tool box with screwdrivers and other hand tools;
- Portable drill with bits and accessories;
- Chimney cleaning equipment;
- Trouble light (drop light) and extension cord;
- Ladders (step and extension types);
- Drop cloths;
- Vacuum, hose and fittings;
- System performance testing equipment (digital thermometer, draught gauge);
- House pressure testing equipment.

7.1.3 Level 3 Inspection Tools

- All Level 1 and Level 2 tools;
- Assorted power tools (depending on system to be inspected, a jig saw, reciprocating saw, etc.);
- Video scanning equipment;
- Clay tile removers;
- Masonry tools, etc.

8. INSPECTION ISSUES

As an inspector you have a difficult job and will often face moral, legal and ethical issues in the course of your work. To properly serve your clients, you need to develop a clear awareness of your role and responsibilities, and confidence in your knowledge of how that role is best fulfilled. This section presents issues that may arise and discussions on how to deal with these sometimes sensitive issues.

8.1 Should I Make Adjustments of Any Kind to a System I Am Inspecting?

No. Your role as a Level 1 inspector should not be confused with the role of the technician. The need for adjustments often involves an opinion rather than a fixed rule. As much as possible, rely only on the codes and standards in your work as an inspector.

The real problem with making adjustments is that one thing tends to lead to another. Before you know it, you have changed the way the system functions. If the homeowner later finds that the system does not work as well as it did before you modified it, you may find yourself back at the house correcting the problem you created.

When you come across parts of a system that you think would function better or be safer with adjustment or modification, recommend to the homeowner that a technician make the changes. And don't forget to make a note of these recommendations in your inspection documents as well as recording that you mentioned them to the homeowner. This last point is very important if there is a future dispute or misunderstanding about what you actually recommended to the homeowner.

If you are not experienced and knowledgeable about the operation and function of wood burning systems generally and the inspected system in particular, make a referral to someone who is. Avoid making your own recommendations for system changes.

If you are a technician who offers repair and maintenance services and are also a certified inspector, it is best to make a separate appointment to correct identified problems. In separating your inspection from your repair activities, you will reduce potential confusion about your role when you are inspecting and the scope of work to which you initially agreed.

8.2 Should I Mention Specific Companies, Brand Names or Products?

Whenever possible, avoid appearing to favour particular products or companies. In most cases, you can speak of product types rather than a specific manufacturer's brand. You can suggest generic products such as double wall flue pipe or commercial shielding systems to solve clearance problems, without mentioning brand names.

If you are sure that in your market area only one brand of a particular component is available, you can mention the name without fear of criticism. Also, if only one company in your area offers the type of service you think the client needs, you can suggest contacting that company.

You will often get requests for recommendations on what to buy or who to hire to do work. Although you want to help the client to correct problems or improve the system, you must be very careful in what you say, in order not to damage your reputation in the local business community. Make it a priority to know which companies in your area offer particular services and products. You may wish to prepare a listing of these services, and give it to homeowners who ask for recommendations. If you haven't the time to keep such a listing up to date, don't make recommendations and certainly don't provide the list!

The safest and most useful type of recommendation is to suggest only the use of certified products and trained, licensed or certified service personnel.

8.3 How Should I View the Old Saying: "A Man's Home Is His Castle"?

A residence is the private domain of the individual. It is his or her sanctuary from the world and from intrusion by government. The law gives protection to the individual from outside and uninvited interference in the home. You must respect the privacy of people's homes and the control they have over their property. If you work for a government agency, you should be particularly careful in the area of privacy.

However, the head of a household is not completely free to do as he or she sees fit within the home. For example, laws against assault are equally applicable inside or outside the home. Similarly, the householder is not free to put his or her family or a neighbour's property at risk by refusing to correct a clearly hazardous installation. For

your information, the Fire Code governs hazards and situations such as this.

Inspectors employed by fire or building departments normally work under the authority of regulatory legislation. This type of legislation may allow an inspector to force changes to a hazardous installation. However, this authority should be used with caution and only after consultation with the chief inspector or one's supervisor.

Private inspectors should immediately notify the local regulatory agency when seriously deficient installations are found and when there is no indication that the homeowner will take action to correct it. This notification should be both in a written document or e-mail and a personal phone call. Don't forget to document this referral in your client notes.

8.4 Should I Avoid Giving My Opinion or Using My Judgment?

The common practice of freely expressing your opinion can be a trap for an inspector. If you form the habit of saying what you think, over time you may find it hard to tell what you think from what you know. You may confuse what you think is safe from what the codes require. By falling into the opinion or judgment trap with the homeowner, you will not be properly serving your client, employer or yourself.

Your inspection job is made more difficult by the fact that your clients expect you to know everything! And they will often ask an almost endless series of questions. Try not to let their expectations of your knowledge and expertise lure you into over-confidence. One way to keep your perspective is to get into the habit of saying: "My opinion is not as important as what the code says." This phrase is not only good for you to keep in mind, but it will also help your client to better understand the expectations and limitations of your role as an inspector.

Although you should avoid giving an opinion, you cannot avoid using judgment in applying the requirements of a code or standard. It is inevitable that some interpretation will be needed, even if it is to decide which of two or more possible requirements should apply in a given situation. The key is to be aware that you are making a judgment call and to do this only reluctantly. Always try to apply the code as it is written and you will be on safe ground.

If you are in doubt about a question of interpretation, share the decision with your employer or supervisor. Private inspectors should check with local regulatory authorities for their interpretation. On major issues, submit the question to a provincial regulatory agency or the committee that is responsible for writing the code. But before sending a written request for an interpretation, be sure that you have read the code thoroughly and have not overlooked the obvious. You may have to wait several months because so many people must be consulted in order to have a response prepared.

Appendix A
SITE Levels of Inspection Chart
SITE Guidelines

Wood Energy Technology Transfer Inc. (WETT Inc.)

SITE (System Inspections and Technical Evaluation)

SITE is a set of standardized guidelines recommended by WETT for the inspection and/or evaluation of wood burning systems. This chart identifies what each inspection level includes, its purpose and what process will be followed. An inspection at a specific level may include more but not less than outlined in the SITE Chart and Guidelines.

	Level 1 Inspection "Readily Accessible"	Level 2 Inspection "Accessible"	Level 3 Inspection "Concealed Accessibility"
Scope (What is included)	<p>The inspection of "readily accessible" components of:</p> <ul style="list-style-type: none"> (1) a solid fuel burning appliance, or (2) a site-built fireplace, and (3) the venting system for: <ul style="list-style-type: none"> (a) proper use of required components, and (b) clearance to combustibles, and (c) readily visible system obstructions or deposits 	<ul style="list-style-type: none"> (1) A Level 1 inspection, and (2) an inspection of all "accessible" components of the system for clearance to combustibles and for obstructions or deposits, and (3) an evaluation of the construction, sizing, condition, and suitability of "accessible" components of the system. 	<ul style="list-style-type: none"> (1) A Level 1 and 2 inspection, and (2) an inspection of system components in areas of "concealed accessibility" for clearance to combustibles, and (3) an evaluation of construction, sizing, condition and suitability of components of the system in areas of "concealed accessibility," and (4) an examination of surrounding construction for evidence of damage.
Purpose (Why and When)	<ul style="list-style-type: none"> (1) To verify code compliance of the readily accessible components: <ul style="list-style-type: none"> (a) at a homeowner's request, or (b) with a homeowner's permission, when requested by a third party (e.g., insurance company, home buyer, etc.). 	<ul style="list-style-type: none"> (1) When a Level 1 inspection is deemed insufficient because of a detected or suspected hazard, or (2) when verification of the suitability and integrity of the system components is required, or (3) after an operating malfunction or external event, likely to have caused damage to the system, or (4) if the system experiences combustion spillage events or, (5) when an appliance is replaced, or (6) when a major system component is replaced or requires significant repair. 	<ul style="list-style-type: none"> (1) When a Level 2 inspection is deemed insufficient because of a detected or suspected hazard that cannot be fully verified without access to concealed areas, or (2) after an incident that may have caused damage to any concealed parts of the system or building construction, related to the system.

<p>Process (What to expect)</p>	<ul style="list-style-type: none"> (1) A basic, visual inspection by a WETT certified SITE inspector; performed without a ladder or specialized tools. (2) A report using WETT's recommended inspection checklist(s), or similar checklist(s), for the type of system being inspected. 	<ul style="list-style-type: none"> (1) Inspection of accessible system components, which may include the possible disassembly of accessible system components, by a WETT certified SITE Comprehensive Inspector, or by a WETT certified Technician, as a part of an installation or major system component repair process. (2) A report using WETT's recommended checklist(s), or similar checklist(s). (3) A written evaluation of the suitability, integrity of the system. 	<ul style="list-style-type: none"> (1) The inspection by invasive means of concealed areas of the system by a WETT certified SITE Comprehensive Inspector, including the removal of non-structural building components and/or the disassembly of parts of the system. (2) The possible use of specialized tools or equipment. (3) A comprehensive written report of the findings and possibly including inspection checklists.
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Wood Energy Technology Transfer Inc. (WETT Inc.) is a non-profit training and education association. Through professional training and public education, WETT Inc. promotes the safe and effective use of wood burning systems in Canada. SITE and WETT are registered trademarks of WETT Inc. For more information: www.wettinc.ca.

Wood Energy Technology Transfer Inc. (WETT Inc.) SITE (System Inspections and Technical Evaluation) Guidelines

1. Inspection Level Details

1.1 Level 1 Inspection (Readily Accessible)

1.1 (a)

“Readily Accessible” means quickly or easily reached for inspection. A Level 1 inspection does not require the use of special tools for opening or removal of any panel, door or other covering; nor does it require the use of ladders. It does not require the disassembly of system components. A tape measure, light, mirror, camera, magnifying glass and binoculars comprise the usual tools required to perform this inspection.

1.1 (b)

A Level I inspection includes:

- (1) a determination of compliance of readily accessible system components, including the proper use of required components, their required clearances to combustibles, their proper support, as well as their condition and structural integrity;
- (2) a determination of compliance of readily accessible shielding, outdoor air components, enclosures and ductwork, if present;
- (3) readily accessible evidence of operating malfunction, including but not limited to smoke spillage;
- (4) obstructions and combustible deposits visible through readily accessible cleanout doors or inspection ports.

1.2 Level 2 Inspection (Accessible)

1.2 (a)

“Accessible” means able to be reached without any invasive action to the building or property. Access may require the moving or removal of a panel, door or other covering or the disassembly of accessible system components. It may require the use of ladders and tools such as a screwdriver, wrench, hammer, draft gauge, thermometer, cleaning equipment or other service tools or equipment.

1.2 (b)

In addition to all aspects of a Level 1 inspection, a Level 2 inspection includes:

- (1) areas of the chimney liner that can be observed through openings, such as a breech pipe, cleanout or venting system termination for the presence of a continuous chimney liner and for its proper installation;
- (2) accessible system components to verify for freedom from combustible deposits and blockage or obstructions;
- (3) accessible system components for defects, damage, deterioration, proper support and mechanical connections;
- (4) internal surfaces of fireplaces, smoke chambers and appliances for damage, deterioration, evidence of operating malfunction;
- (5) all areas of the appliance and chimney, including its surroundings and/or enclosure(s) that can be accessed without invasive means, to determine clearances and code compliance. The inspection may include locations within attics, crawl spaces and basements that can be accessed through doors, hatches or other openings that do not require removal of parts of the building construction that are considered to be permanently attached;
- (6) the venting system and where applicable, any ductwork, to determine proper sizing and suitability for the connected appliance;

1.3 Level 3 Inspection (Concealed Accessibility)

1.3 (a)

“Concealed Accessibility” means not accessible except by invasive means. This may require the removal of constructed (but not structural) areas of the system or building, to gain access to concealed areas of the system. It may also require the use of specialty tools and equipment, such as a video scanning device or flue tile removal system.

1.3(b)

In addition to all aspects of a Level 2 inspection, a Level 3 inspection includes:

- (1) an examination of concealed areas suspected of containing system non-compliance or malfunction hazards and/or damage to system or building components.

Appendix B

WETT Recommended Inspection Checklists

- **Wood stove and Flue Pipe**
- **Factory-Built Fireplace**
- **Factory-Built Chimney**
- **Masonry Fireplace**
- **Masonry Chimney**
- **Fireplace Insert or Hearthmount Stove**
- **Pellet Stove and Venting**
- **Wood Burning Furnace or Boiler**
- **Generic supplementary comments page**

WETT RECOMMENDED INSPECTION CHECKLIST

Requested by:	Inspection location: <input type="checkbox"/> Same as requested or:
Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

WOODSTOVE AND FLUE PIPE

Appliance standard: <input type="checkbox"/> ULC S627 <input type="checkbox"/> EPA <input type="checkbox"/> CSA B415 <input type="checkbox"/> Unknown <input type="checkbox"/> Uncertified			
Listing agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL			
Manufacturer:	Serial Number:	Model:	Flue Collar Size:
Installation manual available: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Installed by:	Date:	<input type="checkbox"/> Unknown	Approx age:
Installed in: <input type="checkbox"/> Residence <input type="checkbox"/> Mobile Home <input type="checkbox"/> Combustible Alcove <input type="checkbox"/> Garage <input type="checkbox"/> Other:			
Appliance location: <input type="checkbox"/> Basement <input type="checkbox"/> Main Floor <input type="checkbox"/> Other:			
Connected to: <input type="checkbox"/> Masonry chimney <input type="checkbox"/> With s/s liner <input type="checkbox"/> F-B chimney <input type="checkbox"/> Other:			

Inspection Results: *Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.*

CLEARANCES	ACTUAL	REQ'D	CODE COMPLIANCE
<i>1. Combustible side wall</i>			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>2. Combustible rear wall</i>			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>3. Combustible corner</i>			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
<i>4. Top/ceiling</i>			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes

Continued over page

WOOD STOVE AND FLUE PIPE, page 2

CLEARANCES, cont'd	ACTUAL	REQ'D	CODE COMPLIANCE, cont'd
5. Shielding			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
6. Ember pad size/material			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
7. Heat protection: floor			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
FLUE PIPE TYPE: <input type="checkbox"/> Single wall <input type="checkbox"/> Double wall Size: _____ Required Clearance: _____			
8. Clearances			<input type="checkbox"/> No <input type="checkbox"/> Yes
9. Total length			<input type="checkbox"/> No <input type="checkbox"/> Yes
10. Elbows			<input type="checkbox"/> No <input type="checkbox"/> Yes
11. Fastening			<input type="checkbox"/> No <input type="checkbox"/> Yes
12. Expansion joint if vertical			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
13.			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
14.			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
15. Connection to breech pipe			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
16. Connection to FB chimney			<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
OTHER CONSIDERATIONS	CODE COMPLIANCE		
17. Alcove approved <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes		
18. Mobile home approved <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes		
19. Outdoor air connection <input type="checkbox"/> No <input type="checkbox"/> Yes Required? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI		
18.			
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:			

Comments and Observations. All non-compliance ratings should be considered for comment. Please attach an additional page(s) for this section.

This checklist contains _____ pages in total. The Inspection Report contains _____ pages in total.

Inspector Signature:

Date:

Insert your company logo and contact information here

WETT RECOMMENDED INSPECTION CHECKLIST

Requested by:	Inspection location: <input type="checkbox"/> Same as requested or:
Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

FACTORY BUILT FIREPLACE

Certification standard: <input type="checkbox"/> ULC S610 <input type="checkbox"/> EPA <input type="checkbox"/> CSA B415 <input type="checkbox"/> Unknown <input type="checkbox"/> Uncertified			
Listing agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL			
Manufacturer:	Serial number:	Model:	Flue size:
Installation manual available: <input type="checkbox"/> No <input type="checkbox"/> Yes			
Venting system that is listed and connected to this fireplace:			
<input type="checkbox"/> ULC S610FB <input type="checkbox"/> ULC S629FB		Model:	Manufacturer:
<input type="checkbox"/> Masonry <input type="checkbox"/> Masonry with stainless steel liner <input type="checkbox"/> Other:			
System installed by:	Date:	<input type="checkbox"/> Unknown	Approx age:
Appliance location: <input type="checkbox"/> Basement <input type="checkbox"/> Main floor <input type="checkbox"/> Other (specify):			

Inspection Results: Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.

FACE CLEARANCES	ACTUAL(S)	CODE COMPLIANCE
1. Combustible mantle shelf		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
2. Combustible side legs		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
3. Combustible facing trim		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes

Continued over page

FACTORY BUILT FIREPLACE, page 2

FACE CLEARANCES	ACTUAL(S)	CODE COMPLIANCE
4. <i>Non combustible facing</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
5. <i>Side wall</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
6. <i>Hearth size/material</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
7.		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

OTHER CONSIDERATIONS	ACTUAL(S)	CODE COMPLIANCE
8. <i>Outdoor combustion air Required?</i> <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
9. <i>Remote gravity vent(s)</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. <i>Central heating kit</i>	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
11. <i>Fireplace to chimney connection</i>		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
12. <i>Clearances within enclosure</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
13.		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
14.		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Photos taken: No Yes
 Your file reference:

Comments and Observations. *All non-compliance ratings should be considered for comment. Attach additional page(s) if needed.*

This checklist contains ____ pages in total. The Inspection Report contains ____ pages in total.

Inspector Signature:

Date:

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WETT RECOMMENDED INSPECTION CHECKLIST

Requested by:	Inspection location: <input type="checkbox"/> Same as requested or:
Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

FACTORY-BUILT CHIMNEY

Chimney classification: <input type="checkbox"/> ULC S629 (650C) <input type="checkbox"/> ULC S604 (FB Type A)	
<input type="checkbox"/> ULC S610 (FB Fireplace Chimney) <input type="checkbox"/> Unknown	
Listing agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL	
Manufacturer: <input type="checkbox"/> Unknown	
Installation manual available: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Installed by:	Date: <input type="checkbox"/> Unknown Approx age:
Total height:	Flue Size: <input type="checkbox"/> Inside installation <input type="checkbox"/> Outside Installation

Inspection Results: *Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.*

COMPONENT	CODE COMPLIANCE
<i>1. Horizontal extension beyond inside wall surface</i>	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
<i>2. Wall radiation shield</i>	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
<i>3. Clean out Tee and cap</i>	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
<i>4. Wall supports</i>	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Continued over page

FACTORY-BUILT CHIMNEY, page 2

COMPONENT, <i>continued</i>	CODE COMPLIANCE, <i>continued</i>
5. Support spacing	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
6. Support above offset	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
7. Ceiling support	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
8. Firestops/radiation shields	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
9. Attic radiation shield	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. Enclosed through living space	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
11. Roof flashing	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
12. Roof Braces	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
13. Rain Cap	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
14.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

OTHER CONSIDERATIONS	CODE COMPLIANCE
15. Height above roof surface: minimum 3' required	<input type="checkbox"/> No <input type="checkbox"/> Yes
16. Height above any roof surface or structure within 10': 2' required	<input type="checkbox"/> No <input type="checkbox"/> Yes
17. Chimney clearance to combustibles	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
18. Areas of chimney enclosed or hidden <input type="checkbox"/> No <input type="checkbox"/> Yes	
19. Attached appliance(s)	Specify:
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:	

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Postal code:	Postal code:
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Inspector's name:	WETT no.:
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Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

MASONRY FIREPLACE

Constructed with the building: <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown	Approx age:
Completely enclosed within house envelope: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Fireplace location: <input type="checkbox"/> Basement <input type="checkbox"/> Main Floor <input type="checkbox"/> Other:	
Fireplace opening measurements: Height:	Width:
Is the fireplace: <input type="checkbox"/> Firebrick lined <input type="checkbox"/> Steel lined <input type="checkbox"/> Steel heatform	
If steel heatform: <input type="checkbox"/> ULC S639	Listing agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL
Type of chimney: <input type="checkbox"/> Masonry <input type="checkbox"/> Other:	
Fireplace built by:	Date: <input type="checkbox"/> Unknown

Inspection Results: *Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.*

GENERAL	ACTUAL(S)	CODE COMPLIANCE (NBC 9.22)
1. Footings		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
2. Support above opening		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
3. Combustion air Required? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Continued over page

MASONRY FIREPLACE, page 2

GENERAL	ACTUAL(S)	CODE COMPLIANCE
5. Masonry wall thickness	S: B:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
6. Clearance to framing	S: B:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
7. Fire chamber depth		<input type="checkbox"/> No <input type="checkbox"/> Yes
8. Hearth extension <input type="checkbox"/> Raised <input type="checkbox"/> Flush	S: F:	<input type="checkbox"/> No <input type="checkbox"/> Yes
9. Fire chamber raised above the hearth	<input type="checkbox"/> No <input type="checkbox"/> Yes Height:	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. Support for fire chamber and the hearth		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
11. Operational damper		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
12. Metal through the facing		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes
13. Non combustible facing	S: T:	<input type="checkbox"/> No <input type="checkbox"/> Yes
14. Combustible mantle clearance	S: T: Depth:	<input type="checkbox"/> No <input type="checkbox"/> Yes
15. Heat duct openings clearance		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
16. Smoke chamber slope from the vertical	_____ degrees	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
17. Smoke chamber wall thickness	_____ inches	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
18. Glass doors	<input type="checkbox"/> No <input type="checkbox"/> Yes	
19. Fireplace screen	<input type="checkbox"/> No <input type="checkbox"/> Yes	
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:		

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Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

MASONRY CHIMNEY

Constructed with the building:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Unknown	Approx age:
Shell:	<input type="checkbox"/> Brick	<input type="checkbox"/> Block	<input type="checkbox"/> Stone	<input type="checkbox"/> Other:
Rain cap:	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If yes, <input type="checkbox"/> With screening	<input type="checkbox"/> Without screening
Flue(s):	Number:	Size(s):	Material:	
Re-lined with stainless steel:	<input type="checkbox"/> N/A	<input type="checkbox"/> Flex	<input type="checkbox"/> Rigid	<input type="checkbox"/> Continuous <input type="checkbox"/> UTI
Chimney is:	<input type="checkbox"/> Interior	<input type="checkbox"/> Exterior	<input type="checkbox"/> Total Height:	
Chimney built by:	Date:	<input type="checkbox"/> Unknown		

Inspection Results: Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.

GENERAL	ACTUAL(S)	CODE COMPLIANCE: NBC 9.21
1. Height above roof line		<input type="checkbox"/> No <input type="checkbox"/> Yes
2. Shell condition		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
3. Lining condition		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
4. Chimney cap condition		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
5. Roof flashing condition		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Continued over page

MASONRY CHIMNEY, page 2

GENERAL	ACTUAL(S)	CODE COMPLIANCE
6. Chimney footings		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
7. Tile extension above cap		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
8. Tile extension below lowest flue connection		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
9. Chimney clearances		<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. Enclosed or hidden areas <input type="checkbox"/> No <input type="checkbox"/> Yes	Location:	
11. Cleanout <input type="checkbox"/> No <input type="checkbox"/> Yes	Location:	
12. Cleanout clearances		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
13. Combustible chimney deposits		<input type="checkbox"/> UTI
14. Breech pipe		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
15. Combustible wall pass through		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
16. Attached appliance(s)		
17.		
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:		

Comments and Observations. All non-compliance ratings should be considered for comment. Attach additional page(s) for this section.

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Address:	Address:
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Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

FIREPLACE INSERT OR HEARTH MOUNT STOVE

Appliance standard: <input type="checkbox"/> ULC S628 <input type="checkbox"/> EPA <input type="checkbox"/> CSA B415 <input type="checkbox"/> Unknown <input type="checkbox"/> Uncertified				
Listing agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL				
Appliance type: <input type="checkbox"/> Fireplace Insert <input type="checkbox"/> Hearthmount Stove <input type="checkbox"/> Flue collar size:				
Manufacturer:		Serial Number:		Model:
Installation manual available: <input type="checkbox"/> No <input type="checkbox"/> Yes				
Installed by:		Date:	<input type="checkbox"/> Unknown Approx age:	
Fireplace type: <input type="checkbox"/> Masonry <input type="checkbox"/> Masonry with heatform				
<input type="checkbox"/> Factory-Built: Make: _____ Model: _____				
Chimney type: <input type="checkbox"/> Masonry <input type="checkbox"/> Factory-Built				
Appliance location: <input type="checkbox"/> Basement <input type="checkbox"/> Main floor <input type="checkbox"/> Other (specify): _____				

Inspection Results: Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.

FACE CLEARANCES	ACTUAL(S)	CODE COMPLIANCE
1. Combustible mantle		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
2. Top and side trim		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Continued over page

FIREPLACE INSERT OR HEARTH MOUNT STOVE, page 2

FACE CLEARANCES	ACTUAL(S)	CODE COMPLIANCE
3. Side wall		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
4. Ember pad size/material		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
5.		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

OTHER CONSIDERATIONS	CODE COMPLIANCE
6. Fireplace modified <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> UTI
7. Connection to stainless steel liner	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
8. Liner is continuous <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> UTI
9. Liner cap <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> UTI
10. Liner size Actual:	<input type="checkbox"/> UTI
11.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
12.	<input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:	

Comments and Observations. All non-compliance ratings should be considered for comment. Attach additional page(s) if needed.

This checklist contains ____ pages in total. The Inspection Report contains ____ pages in total.

<p>Inspector Signature:</p> <p>Date:</p>	<p align="center">Insert your company logo and contact information here</p>
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WETT RECOMMENDED INSPECTION CHECKLIST

Requested by:	Inspection location: <input type="checkbox"/> Same as requested or:
Address:	Address:
Postal code:	Postal code:
Phone no's:	Phone no's:
Inspector's name:	WETT no.:
Reason(s) for inspection:	
Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

PELLET STOVE AND PELLET VENT

Appliance Standard: <input type="checkbox"/> ULC S627 <input type="checkbox"/> EPA <input type="checkbox"/> CSA B415 <input type="checkbox"/> Unknown <input type="checkbox"/> Uncertified	
Listing Agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL	
Manufacturer: <input type="checkbox"/> Unknown <input type="checkbox"/> Flue Collar Size:	
Appliance Type: <input type="checkbox"/> Free Standing <input type="checkbox"/> Fireplace Insert <input type="checkbox"/> Fireplace	
Fuel: <input type="checkbox"/> Wood Pellet <input type="checkbox"/> Corn <input type="checkbox"/> Multi Fuel	
Pellet Vent Standard: <input type="checkbox"/> ULC S609 <input type="checkbox"/> Unknown	
Listing Agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL	
Manufacturer: <input type="checkbox"/> Unknown <input type="checkbox"/> Size:	
Installation manual available: Appliance: <input type="checkbox"/> No <input type="checkbox"/> Yes / Pellet vent: <input type="checkbox"/> No <input type="checkbox"/> Yes	
System installed by: Date: <input type="checkbox"/> Unknown	
Appliance location: <input type="checkbox"/> Basement <input type="checkbox"/> Main floor <input type="checkbox"/> Other (specify):	

Inspection Results: Indicate inspection results for each component. Code Compliance includes proper use of listed components. N/A = Not Applicable UTI = Unable To Inspect. An inspection can be expected to include some components marked UTI.

Continued over page

PELLET STOVE AND PELLET VENT, page 2

COMPONENT	ACTUAL(S)	CODE COMPLIANCE
1. Appliance clearances		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
2. Ember pad size/material		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
3. Outdoor combustion air Required? <input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
4. Pellet vent clearances		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
5. Vent clean-out		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
6. Sealed venting		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
7. Venting rise		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
8. Horizontal termination		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
9. Termination ht above roof		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. Vent connects to chimney	<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
<i>If yes, type of chimney:</i>		
11.		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
Photos taken: <input type="checkbox"/> No <input type="checkbox"/> Yes Your file reference:		

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Address:	Address:
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Level of inspection requested: <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	
Date of request:	Date of inspection:

WOOD BURNING FURNACE OR BOILER

Appliance Standard: <input type="checkbox"/> CSA B366.1 <input type="checkbox"/> EPA <input type="checkbox"/> CSA B415 <input type="checkbox"/> Unknown <input type="checkbox"/> Uncertified	
Listing Agency: <input type="checkbox"/> ULC <input type="checkbox"/> CSA <input type="checkbox"/> WH(ITS) <input type="checkbox"/> UL <input type="checkbox"/> OTL	
Manufacturer: <input type="checkbox"/> Unknown	Flue Collar Size:
Installation manual available: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Installed By:	Date: <input type="checkbox"/> Unknown Approx age:
Fuel: <input type="checkbox"/> Cord Wood <input type="checkbox"/> Pellet <input type="checkbox"/> Other (specify):	
<input type="checkbox"/> Forced Air	<input type="checkbox"/> Boiler
<input type="checkbox"/> Independent	<input type="checkbox"/> Add-On: Type: <input type="checkbox"/> Combination: Type:
Appliance Location: <input type="checkbox"/> Basement <input type="checkbox"/> Main floor <input type="checkbox"/> Other (specify):	

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COMPONENT	ACTUAL(S)	CODE COMPLIANCE
1. <i>Appliance clearances</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
2. <i>Supply plenum and ductwork clearances</i>		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Continued over page

WOOD BURNING FURNACE OR BOILER, page 2

COMPONENT	ACTUAL(S)	CODE COMPLIANCE
3. Return plenum and ductwork clearances		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
4. Shielding		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
5. Add-on is downstream		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
6. Two fuels in shared chimney		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
FLUE PIPE: Type: Size: Required clearance:		
7. Clearances		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
8. Length		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
9. Elbows		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
10. Support		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
11. Secured joints		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
12. Material		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
13. Pipe shielding		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
14.		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI
15.		<input type="checkbox"/> N/A <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> UTI

Photos taken: No Yes
 Your file reference:

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CHECKLIST TYPE:

Page ____

Client Name:

Level of Inspection: Level 1 Level 2 Level 3

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