



NWSA VIPR Record Region 6 Verification Process

For NWSA Members:

The records that need to be verified for Incident Blanket Procurement Agreements in Region 6 are:

1. Engine Personnel (Not Tenders)
2. Faller Personnel (We are not verifying qualifications on fallers just training required)
3. EMT's (only checking for training requirements not EMT Quals)

Please do the following:

Visit <https://www.nwsa.us/resources/region-6-inspections/> for more information and to make pre-payment for your inspections. There is also a list of NWSA Record Inspectors and contact info there. Please contact them BEFORE you submit records. There is also a form to download to submit to the NWSA office listing the records you will be sending to our inspector.

1. If you only have Engines/Faller/EMT's then you will have all personnel inspected through an MOU Provider Inspector such as NWSA. The only signatures that will appear on your Incident Qualification Card are the Company Owner and the MOU Inspector.

NWSA Members that use the Database System for Carding, please remember to go into the NWSA Database and mark all your employees Inspected Box YES so that the inspector can access your student records for review.

Once the inspectors have marked the verified box you will be able to print cards.

Pricing for inspections:

1. If sending electronic records, the price for NWSA member companies will be:
 - FFT2 - \$8.50
2. New Hire/Engine Boss/Upgrade in Position - \$15.00 per record
3. If you are a NON NWSA member, the costs are as follows:
 - \$15.00 Per Record

In order to complete verification, please make payment for Electronic Records by going to:
<http://www.nwsa.us/region-6-record-inspections>

- To instigate a record inspection for your company, use one of the following methods:
- Go online at <http://www.nwsa.us/region-6-record-inspections> and make payment or call our office to pay by Credit Card, and be sure to send a copy of the receipt of payment, the completed inspection request form along with your records to our inspector when requesting services. PAYMENT MUST BE MADE IN ADVANCE.
- For First Time Inspections you need the checklist, any certificates that are not in database and the WCFT. If they are higher than an FFT2 then you also need CTR's showing their 3 fires 15 shifts for progression of position. For returnees who RT 130 is in the database, we just need you to send the checklist for Returning Employees and a copy of the WCFT Worksheet. If your employee has taken authorized online courses a copy of those certificates also needs to be included in the records.
- They will complete and sign the checklist and return a copy to you. They will also check the Verified Box in the NWSA Database, and when you print a card their signature will show up on the back of it. They will also upload the most recent checklist in the student (employee) screen at the top of the page under checklist. Then an electronic copy of all documents will be sent to the NWSA office to be stored on a server for all record inspections. The NWSA also submits a spreadsheet to the USFS Fact Team weekly or as needed.
- If there is an upgrade in position verified by the inspector and you are an NWSA member, the NWSA Staff will upload new PTB qualifications to the database as a company owner cannot input quals in our system.

For Non NWSA Members:

- If NON –NWSA member you will also need to email them a copy of your card for signature.

Everyone should have their training records in order according to Exhibit N of the VIPR Agreement. A copy is posted on our website at <http://www.nwsa.us/region-6-record-inspections>

CERTIFICATES:

Any certificates that are in question will be sent to the NWSA office who will then forward on to Aaron Almos at the Forest Service for validation before the inspection is completed.

NWSA's goal is to have inspections done in a timely, professional, cost effective manner to meet your contract/agreement requirements using qualified independent personnel for inspections.

If users of this process feel that any procedures are inaccurate or have a concern about one of NWSA Inspectors, that information should be submitted to NWSA office at nwsa@nwsa.us or by calling 1-877-676-6972.

Contact Information for NWSA:

NWSA Office: 1-877-676-6972

NWSA Fax: 1-866-854-8186

NWSA Email: nwsa@nwsa.us

NWSA Office:

Physical: 228 SW Broadway, Mill City, OR 97360

Mailing: P.O. Box 169, Mill City, OR 97360