



# Standardized Minimum Sample Criteria for Licensing

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**Note:** Within this document, “**applicant**” is defined as an entity not licensed by QCP, but which has formally applied to QCP to seek at least one license; **OR** a current QCP licensee which has initiated the process (as specified in published QCP Policies) of seeking at least one additional license.

### **Standards Criteria**

All samples shall be manufactured in conformance with the *Architectural Woodwork Standards (AWS), Current Edition* on date of the QCP Representative’s sample review. The standard includes any applicable Errata published electronically on the date of inspection. (The Errata web link is <http://www.aws-errata.com/>).

### **Sample Expectations**

The QCP representative will review examples of work representative of each AWS section for which the applicant is seeking licensing. All samples, whether produced for prior projects (“in-place” samples) or solely for the licensing inspection (“stand-alone” samples) must clearly illustrate those AWS line items deemed necessary by QCP for awarding of the related license sought. If any such necessary sample feature is not present or clearly exhibited, the assigned QCP representative or authorized staff may require an additional sample(s) or sample part(s) from the applicant to inform the licensing decision. Similarly, if any necessary sample feature is inaccessible to the inspector because that feature is concealed (for example, back fastening on an installed cabinet), QCP may request the applicant to take steps to make those sample features visible, or provide alternate or additional sample(s) or sample part(s) to illustrate the concealed feature.

The presence (or lack) of equipment, tooling, machinery etc. necessary to plausibly produce any particular sample provided for inspection may be considered in assessing the licensee’s required capability.

With the exception of samples related to Section 5 (Finishing) none of the stand-alone samples are required to be factory finished, but exposed surfaces shall be sanded and cleaned to the grade level’s workmanship requirements.

Since Premium Grade requirements are more stringent than Custom Grade, any applicant achieving Premium Grade licensing in a section or sub-section is also awarded licensing in Custom Grade for that section or sub-section of work.

In each section and/or sub-section for which licensing is sought, the applicant must provide at least one (1) in-place example or stand-alone sample for evaluation relevant to that particular section and/or subsection. The sample(s) must conform to the current Minimum Sample Criteria for Licensing.

### **Section 1 - Submittals**

This section of the AWS provides general standards-related information. Therefore, QCP Licensing does not apply. However, as part of the overall licensing process, QCP requires a demonstration by the applicant of its ability to provide shop drawings conforming to content and format requirements of AWS Section 1. Applicants whose licenses relate solely to finishing and/or installation are exempt from this requirement.

**Objective:** To provide evidence representative of an applicant’s capability to meet the minimum shop drawing requirements as provided in this AWS Section, current edition.

## **Shop Drawing Evaluation**

Drawing samples shall include at least one plan view, one elevation, and one section view for each physical example or sample provided. The drawings must conform to the minimum scales and criteria designated in the Standard. Material schedules and other similar requirements listed in Section 1 must also be present. In addition, the drawing detail must conform to the AWS sections applicable to the category of work illustrated (e.g. casework details drawn must conform to applicable line-item standards in AWS Section 10, "Casework"). The physical plant inspection and sample review required by QCP for licensing will not be performed until the above-referenced drawings conform to the Standards, per QCP's review.

## **Section 2 - Care & Storage**

This section of the AWS provides general standards-related information. Therefore, samples and QCP Licensing do not apply.

## **Section 3 - Lumber**

This section of the AWS provides general standards-related information. Therefore, samples and QCP Licensing do not apply.

## **Section 4 - Sheet Products**

This section of the AWS provides general standards-related information. Therefore, samples and QCP Licensing do not apply.

## **Section 5 - Factory Finishing**

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition. To obtain licensing for finishing, the applicant must demonstrate the ability to finish woodwork in its own plant and with labor provided by its own employees. Both transparent AND opaque finish samples must be provided as described below.

### **5.1 Transparent Finish Sample Requirements**

Provide stand-alone samples executed solely for the licensing inspection.

The transparent (stained) finish sample criteria correlate with submittal requirements specified in Section 1 of the current AWS, and include:

- 5.1.1** three (3) panels with veneer of the same species and cut on each of the three faces, each measuring a minimum of 12"x12" (no thickness requirement).
- 5.1.2** three (3) lumber samples of the same species as the veneer samples, a minimum length of 12", and at least 3" in width (no thickness requirement).
- 5.1.3** a sample identification label as specified in Section 1 affixed to the back of each veneer and lumber sample.
- 5.1.4** color and grain that is "well matched" from sample to sample for Premium Grade, and "compatible" from sample to sample for Custom Grade."  
"Pleasing color and texture match" is not an AWS criteria.

Additionally, the transparent (stained) samples:

- 5.1.5 shall be finished using one of the numbered finishing systems appearing in Section 5 of the AWS. One of the six evaluation samples (either veneer or lumber) shall illustrate the individual steps (“step sample”) required to produce the final finish.
- 5.1.6 shall feature a top coat with satin or semi-gloss sheen.

## **5.2 Opaque Finish Sample Requirements**

Provide stand-alone samples executed solely for the licensing inspection. The opaque finish sample criteria correlate with submittal requirements specified in Section 1 of the current AWS, and include:

- 5.2.1 three (3) identical panels of any “paintable” material, with faces measuring a minimum of 12” x 12” (no thickness requirement).
- 5.2.2 a sample identification label as specified in Section 1, affixed to the back of each sample.

Additionally, the opaque finish samples:

- 5.2.3 shall be finished using one of the numbered finishing systems appearing in Section 5 of the AWS. One of the panels shall illustrate the individual steps (finish “step sample”) required to produce the final opaque finish; the other panels shall be fully finished.
- 5.2.4 shall feature a top coat with satin or semi-gloss sheen.

## **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the “Compliance” portion of AWS Section 5.

## **Section 6 - Interior & Exterior Millwork**

**Objective:** To provide evidence representative of an applicant’s capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

For each subsection (i.e. 6.1, 6.2, 6.3, 6.4, 6.5 and 6E) for which licensing is sought, licensee is to provide at least one (1) in-place example or stand-alone sample at the desired quality grade (Premium or Custom). Sample criteria requirements are as follows:

### **6.1 Standing and Running Trim**

NOTE: Companies engaged in moulding running lengths of trim, but not engaged in the assembly or installation of those products, are exempt from demonstrating any of the joinery or assembly requirements described below under Section 6.1.

Provide at least one (1) 72” long base moulding assembly.

- 6.1.1 The base moulding shall be minimally 4" wide, and shall include a profile at the upper outside long edge.
- 6.1.2 The base moulding assembly shall include conforming joinery at one (1) running joint, one (1) inside corner, one (1) outside corner, and must include at least one self-returned end.

Also provide at least one (1) 72" long crown moulding assembly.

- 6.1.3 The crown moulding assembly shall consist of at least two (2) components, to include band and crown mouldings.
- 6.1.4 The crown moulding assembly shall include compliant joinery at a minimum of one (1) running joint, one (1) inside corner, and one (1) outside corner, and must include at least one self-returned end.

## 6.2 Frames

Provide one (1) 3-0 x 6-8 Square head door frame with:

- 6.2.1 ploughed or applied stops,
- 6.2.2 rabbet, dado, dowel or splined joinery, and
- 6.2.3 casing at least 2" wide applied to one entire frame face, and leaving a 3/16" minimum reveal.

## 6.3 Exterior Windows and Screens

Provide one (1) 2-6 x 3-0 operable exterior window sash and frame sample (including glazing), in any of the following configurations: Double hung with weights or friction hardware; hopper; tilt/turn; casement; awning style.

- 6.3.1 Install casings on both sides with stops, hardware, stool, and sill installed as applicable to the style of window sample provided.
- 6.3.2 Demonstrate exterior grade materials as referenced in the AWS.
- 6.3.3 Demonstrate dowel, slot mortise & tenon, or haunched blind mortise & tenon joinery, depending on the sample's Quality Grade.
- 6.3.4 Demonstrate capability to produce compliant half-lapped muntin joinery with mullion joints dadoed into the sash.
- 6.3.5 Single pane glass may be used.
- 6.3.6 Prime coat shall be provided on exterior side of sash after glass is installed.
- 6.3.7 A framed screen shall be provided which is suitable for exterior applications and removable from the sample window unit.

## 6.4 Interior Shutters and Blinds

Provide one (1) 1'-6" x 3'-0" shutter OR blind panel.

- 6.4.1 Demonstrate mortise & tenon, or doweled construction.
- 6.4.2 Include round edge or flat edge slats, either fixed or movable with control bar.

## **6.5 Ornamental Woodwork**

Provide full size of one (1) or more of the following assemblies:

- 6.5.1** Three-sided or four-sided column wrap; circular or semi-circular column wrap; Pilaster; Mantel (not from pre-manufactured kit); Cupola; Frieze; or curved panels with curved mouldings. Sample(s) must be of sufficient size to clearly demonstrate all included features.
- 6.5.2** Sample(s) must include ornamentation from two (2) or more of the following categories: mitered and assembled mouldings; fluting; turnings; scroll work; inlay.

## **6E Execution – Installation**

For each sub-section (i.e. 6.1, 6.2, 6.3, 6.4, or 6.5) for which licensing is sought, provide at least one (1) in-place example or stand-alone sample to include:

### **6E.1 Standard and Running Trim Installation**

- 6E.1.1** two (2) outside crown moulding miter joints,
- 6E.1.2** two (2) inside crown moulding coped joints,
- 6E.1.3** two (2) crown moulding running joints with scarf, butt & dowel, biscuit, or spline,
- 6E.1.4** two (2) stand-alone running trim mitered corner joints exceeding 4" in length, exhibiting spline or dowel joinery, and
- 6E.1.5** two (2) examples of scribing to an adjacent surface.

### **6E.2 Frame Installation**

- 6E.2.1** one (1) door or window frame with square or radius head installed into a rough opening with casing (minimum 2" wide) installed on both frame faces, leaving a minimum 3/16" face reveal.

### **6E.3 Exterior Window Installation**

- 6E.3.1** one (1) assembled glazed exterior window installed into a rough opening and including casing, window stool, and apron installed on the interior side.

### **6E.4 Interior Shutters and Blinds**

- 6E.4.1** a minimum of one installation of any type of work in this category.

### **6E.5 Ornamental Work**

- 6E.5.1** a minimum of one installation of any type of work in this category.

## **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 6.

## **Section 7 - Stairwork and Rails**

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

### **7.1 Stairwork**

Provide one (1) in-place representative example or stand-alone sample for evaluation to include full size typical straight stair no less than 36" wide by a minimum of six treads with risers, closed stringer on one side, and open stringer on the opposite side. The sample's components shall include:

- 7.1.1 starting newel post,
- 7.1.2 profiled hand rail (not cylindrical shape),
- 7.1.3 balusters, two per tread,
- 7.1.4 landing newel post,
- 7.1.5 treads having nosing and cove trim
- 7.1.6 open side stringer mitered into the bottom riser.

### **7E Execution - Installation**

Provide at least one (1) in-place example or stand-alone sample to demonstrate a minimum of one stair installation with risers, treads, stringers, balusters, and rails.

### **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 7.

## **Section 8 - Wall Surfacing**

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum quality grade requirements presented in this section of the AWS, current edition.

For each subsection (i.e. 8.1, 8.2, 8.3, 8.4, 8.5 and 8E) for which licensing is sought, licensee is to provide at least one (1) in-place example or stand-alone sample at the desired Quality Grade (Premium or Custom).

### **8.1 Flush Wood Veneer Paneling**

Provide a flush wood panel mock-up with the following features:

- 8.1.1 The mock-up shall be at least two (2) panels wide by two (2) panels high, with each panel minimally 46" high and 20" wide.
- 8.1.2 The panels shall be hung using a metal or wood cleating system typical for this application.
- 8.1.3 The mock-up shall have reveal joints between panels 0.5" [12.7 mm] wide x .025" [6.35 mm] deep.
- 8.1.4 A "floating" reveal strip of the same species and finish as the face shall be installed.

- 8.1.5 Color and grain match of the reveal strip with the panel faces shall be compatible (Custom Grade licensing) or well matched (Premium Grade licensing).
- 8.1.6 The mock-up shall include a 90 degree outside corner (minimum 3" wide return).

The panel's veneer face shall be plain sliced and book matched and

- 8.1.8 configured vertically on the sample.
- 8.1.9 veneer within each panel shall be a running match for Custom Grade, and balanced match for Premium Grade licensing.
- 8.1.10 veneer from panel to panel shall be sequenced horizontally, and end-matched vertically.
- 8.1.11 panels shall be edge banded with veneer of the same species as the face.
- 8.1.12 Individual panels shall demonstrate balanced construction.

## 8.2 Stile and Rail Wood Paneling

Sample requirements are the same as the flush wood paneling requirements except there are no reveal joints incorporated into the stile and rail wood paneling sample.

## 8.3 High Pressure Decorative Laminate (HPDL) Paneling

Provide an HPDL panel mock-up with the following features:

- 8.3.1 The mock-up shall be at least two (2) panels wide by two (2) panels high, with each panel minimally 46" high and 20" wide.
- 8.3.2 The panels shall be hung using a metal or wood cleating system typical for this application.
- 8.3.3 Panels are to be edge banded with either PVC or HPDL.
- 8.3.4 The mock-up shall have reveal joints between panels 0.5" [12.7 mm] wide x 0.25" [6.35 mm] deep.
- 8.3.5 The mock-up shall include an outside mitered corner (minimum 3" wide return).
- 8.3.6 Exposed Laminate faces are to be patterned or wood grain facsimilie.
- 8.3.7 Edgebanding is to be filed and eased per the Standard.

## 8.4 Solid Surface (SS) Paneling

Provide a Solid Surface mock-up with the following features:

- 8.4.1 The mock-up shall be at least two (2) panels wide horizontally, with each panel minimally 18" high, 12" wide, and minimally ½" thick.
- 8.4.2 The panels shall be hung on a structural wall per solid surface manufacturer's approved methods and materials, and any applicable line items from the AWS.
- 8.4.3 At least one panel shall include a hard-seamed outside 90 degree return at least 3" wide, and executed per solid surface manufacturer's prescribed methods and materials (to be provided by applicant upon Request), and any applicable line items from the AWS.

## 8.5 Phenolic Paneling

Provide a phenolic mock-up that has the following features:

- 8.5.1 The mock-up shall be at least two (2) panels wide horizontally, with each panel minimally 18" high, 12" wide, and minimally ½" thick.
- 8.5.2 The panels are to be hung on a structural wall per solid phenolic manufacturer's prescribed methods and materials, and any applicable line items from the AWS.
- 8.5.3 at least one panel to include an outside 90 degree return at least 3" wide, and executed per phenolic manufacturer's prescribed methods and materials (to be provided by applicant upon request), and any applicable line items from the current AWS.

## 8E Execution – Installation

Provide at least one (1) in-place example or stand-alone installation sample from at least one of the subsections 8.1, 8.2, 8.3, 8.4, or 8.5, with the following features:

- A) The panel hanging technique shall conform to any applicable AWS criteria.
- B) The installation example or sample shall demonstrate at least one (1) installed inside corner.
- C) The installation example or sample shall demonstrate at least one (1) installed outside corner.

## Compliance Measure

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 8.

## Section 9 - Doors

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

For each subsection (i.e. 9.1, 9.2 and 9E) for which licensing is sought, applicant is to provide at least one (1) in-place example or stand-alone sample at the desired Quality Grade (Premium or Custom).

### 9.1 Flush door, Wood Veneer Face

Provide one (1) flush door, minimum size, 1-3/4" thick x 3-0 wide x 6-8 high, AND provide one (1) representative "cut-away" corner sample that provides visual demonstration of each of the door's material components, including Core, Cross band(s), edge band and face. The sample shall include:

- 9.1.1 a veneer face of any species listed in the AWS, HPVA - AA Grade for Premium Grade and/or HPVA - A Grade for Custom Grade.
- 9.1.2 In addition, provide one (1) representative p-lam clad (any color or pattern) "cut away" corner sample with edge band per AWS requirements.

## 9.2 Stile & Rail Door

Provide One (1) stile and rail door, minimum size, 1-3/4" thick x 3'-0" wide x 6'-8" high. Also provide one (1) representative "cut-away" corner sample that includes a visual demonstration of the door's internal material components, including the head rail and stile intersection, with raised panel showing all panel and edge rim components, and the panel's retention moulding or captive cope and stick detail. Both the sample door and cut away shall include:

- 9.2.1 on veneered exposed surfaces, any wood specie listed in the AWS, HPVA - AA Grade for Premium Grade and HPVA - A Grade for Custom Grade, plain sliced and book matched. Door's exposed lumber components to match the chosen veneer specie.
- 9.2.2 provide one (1) "dry-fit" (non-glued) example of any one (1) of the acceptable door stile and rail joinery methods listed in Section 9 of the AWS.

## 9E Execution - Installation

Provide at least one (1) in-place installed door example or stand-alone sample using either a flush door (9.1) or stile and rail door (9.2). The installation shall include:

- 9 E.1 one (1) operable door, installed into a wood frame, with casing sides, wood door stop, and operable hardware to include, hinges and latch/lock set.
- 9E.2 final installation finishing touch up to the door and its frame if either is pre-finished.

Note: Labeled door installation and licensing is NOT part of or included in the AWS or the QCP. Installation of label doors must be accomplished in strict compliance with the requirements set forth by the door and frame manufacturers, NFPA, project specification/contract documents, local building and life safety code authorities and specific regulations that apply thereto.

## Compliance Measure

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 9.

## Section 10 - Casework

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

If qualifying for subsection 10.2, then there is no requirement to show samples for 10.1. Licensing of 10.2 includes 10.1licensing.

For each subsection (i.e. 10.1, 10.2, 10.3, and 10E) for which licensing is sought, provide at least one (1) in-place example or stand-alone sample at the desired Quality Grade (Premium or Custom).

### **10.1 Wood Veneer Casework**

Provide at least one full size frameless base cabinet, to include:

- 10.1.1** one (1) pair of full overlay doors, one (1) drawer, and one (1) adjustable shelf.
- 10.1.2** plain sliced, book matched veneer doors and drawer faces in compliance with the Quality Grade sought for licensing AND

Provide one full size frameless wall cabinet, to include:

- 10.1.3** one (1) pair of full overlay doors, and one (1) adjustable shelf.
- 10.1.4** plain sliced, book matched veneer doors and drawer faces in compliance with Custom Grade or Premium Grade, depending on licensee's grade level licensing requirements, AND
- 10.1.5** Provide at least one unassembled machined frameless base cabinet full top or bottom, and one machined base cabinet side.

### **10.2 Wood Stile and Rail Casework**

Provide one full size face frame Base cabinet to include:

- 10.2.1** one (1) pair full overlay stile & rail doors, one (1) drawer (with stile & rail or, flush drawer front) and one (1) adjustable shelf.
- 10.2.2** plain sliced, book matched veneer doors and drawer faces in compliance with Custom Grade or Premium Grade, depending on licensee's grade level licensing requirements AND

Provide one full size face frame construction wall cabinet to include:

- 10.2.3** one (1) pair full overlay stile and rail doors, and one (1) adjustable shelf.
- 10.2.4** plain sliced, book matched veneer doors and drawer faces in compliance with Custom Grade or Premium Grade, depending on licensee's grade level licensing requirements AND
- 10.2.5** provide at least one unassembled machined face frame base cabinet top or bottom, one machined base cabinet side, one face frame stile, and one face frame rail. Show machining, dowels, etc. for stile and rail joinery.

### **10.3 High Pressure Decorative Laminate and/or Solid Phenolic Casework**

Provide one full size frameless base cabinet to include:

- 10.3.1** one (1) pair full overlay doors, one (1) drawer, and one (1) adjustable shelf AND

Provide one full size frameless wall cabinet to include:

- 10.3.2** one (1) pair of full overlay doors, and one (1) adjustable shelf.
- 10.3.3** provide one unassembled machined base cabinet top or bottom and one machined base cabinet side.

### **10E Execution - Installation**

Provide at least one (1) in-place installed example or stand-alone sample to include: one (1) casework elevation containing a minimum of three (3) base and three (3) wall cabinets. Licensee has the option to demonstrate casework installation competencies by way of any single or multiple of cabinet types, whether veneer, stile and rail, HPDL or phenolic.

### **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 10.

### **Section 11 - Countertops**

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

For each subsection (i.e. 11.1, 11.2, 11.3, 11.4, 11.5, 11.6 and 11E) for which licensing is sought, licensee is to provide at least (1) in-place example or stand-alone sample at the desired Quality Grade (Premium or Custom). Examples and/or samples shall include one back splash at a minimum height of 4", and shall be of either Assembly 1 or Assembly 2 construction. Countertop edge treatment is at licensee's option, but in compliance with AWS criteria. Examples and/or samples shall be comprised of:

- 11.1** one (1) countertop with HPDL at exposed surfaces, a minimum 25" deep by 72" long by 1-1/4" thick at visible edges of the deck, and including edging of material at licensee's option, but in compliance with AWS criteria. Provide one sink cut-out and one field joint in the sample.
- 11.2** one (1) countertop with wood veneer and/or solid lumber at exposed surfaces, a minimum 25" deep by 72" long by 1-1/4" thick edge, and including edging of material at licensee's option but in compliance with AWS criteria. Provide one sink cut-out and one field joint in the sample.
- 11.3** one (1) countertop in solid surface, minimum 25" deep by 25" long by 1" thick at visible deck edges, with 1/2" minimum splash thickness.
- 11.4** one (1) countertop in solid phenolic, minimum 25" deep by 25" long by 3/4" thick, with 3/4" minimum splash thickness.
- 11.5** one (1) countertop in Epoxy Resin, minimum 25" deep by 25" long by 1" thick, with a 1" minimum splash thickness.
- 11.6** one (1) countertop in manufactured or natural stone, minimum 25" deep by 25" long by 3/4" thick, with a 3/4" minimum splash thickness.

### **11E Execution - Installation**

Provide at least one (1) in-place installed example or stand-alone sample to include:

- 11E.1** any one (1) sample countertop of a material designated in any section 11.1 through 11.6 (above), supported by and attached to base cabinets. The installation shall conform to AWS criteria.
- 11E.2** at least one field joint in the countertop's deck (including substrate).
- 11E.3** at least one end splash and one back splash, which are to be joined. Sealing and caulking of the entire installation must conform to any instructions from the material manufacturer, and/or applicable AWS line items.

### **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 11, and any applicable material manufacturer's fabrication and installation instructions.

### **Section 12 - Historic Restoration**

**Objective:** To provide evidence representative of an applicant's capability to meet the minimum AWS quality grade requirements as provided in this AWS Section, current edition.

Provide one (1) of the following two (2) options:

- 12.1** a combination of two (2) or more items fabricated by the applicant to match original or existing work in the structure to be restored, OR
- 12.2** a combination of two (2) or more examples of historic restoration (performed either in the applicant's facility or on site) where the new materials used for restoration represent no less than 30% of the total woodwork item(s) after completion of restoration. Material and features of restoration sample provided by the applicant must reasonably correspond to work included in AWS Section 12.

### **12 E Execution - Installation**

Licensee must demonstrate expertise and skills to successfully meet the criteria set forth in the AWS through stand-alone samples or work in place.

### **Compliance Measure**

Compliance testing and measurement methods shall include (but are not limited to) those contained in the "Compliance" portion of AWS Section 12.