



CERTIFICATION PROGRAMS

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Bulletin Title:	Audit Scope and Number Designation Changes
Inquiries:	certification@aisc.org
To:	All Program Participants

This bulletin describes the changes AISC Certification has made to audit scope designations, numbers, and certificates. The audit scope and number designates where a participant is in the **Certification Cycle**.

What is a Certification Cycle? – Participants are on a three-year cycle. A cycle consists of the following phases: Initial Certification (full audit scope) followed by the First and Second Certification Renewals. Then, the cycle repeats starting with a Full Certification Renewal.

Audits of initial applicants who apply beginning May 1, 2018, will be designated with the suffix *RFN*. Before May 1, the suffix *INIT* will be used.

For all renewal audits beginning June 1, 2018, the new suffixes will be First Renewal *R1*, Second Renewal *R2*, and Full Renewal *RF*. Before June 1, First Continued Certification Renewal *CCR1*, Second Continued Certification Renewal *CCR2*, and Full Renewal *CCRF* will be used.

Before June 1, 2018	After June 1, 2018
INIT	RFN
CCR1	R1
CCR2	R2
CCRF	RF

The audit scopes *RFN*, *R1*, *R2*, and *RF* will be a suffix at the end of the audit number. All correspondence relating to the audit, such as the invoice, audit date notification email, audit report, and corrective actions, will reference this number.



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Also, there are new designations for special audits. These designations are listed below and will be added as a suffix to the audit number, when applicable. For example, if a participant is having a First Renewal and a **Conversion Audit**, the end of the audit number will be R1T. If multiple conditions apply, the audit number designation may have more than one additional letter, such as an R1TC.

- **Conversion Audits** will be indicated by a *T*
- **Scope Change Audits** will be indicated by a *C*
- **Additional Audits** will be indicated by an *A*
- **Supplemental Audits** will be indicated by an *S*

What is a **Conversion Audit**? Used when transitioning to the new *Program Requirements for Fabricator, Erector and Manufacturer Certifications (AISC 207-16)*. This will begin May 1, 2018, for applicants, June 1, 2018, for fabricators and manufacturers, and June 1, 2019, for erectors.

What is a **Scope Change Audit**? Used when a participant requests additional certifications and/or endorsements be added to an existing audit scope. A Scope Change Application and the Application Document Submittals must be submitted before the site audit. The participant must also complete an eligibility review, documentation audit, and be approved for the additional scope to be added.

What is an **Additional Audit**? Used as required when a participant or applicant receives a Conditional (or shortened) Certificate. This certificate contains a shorten certification duration due to their audit findings, and it requires an additional audit to verify their Corrective Actions have been implemented effectively. Fees are the responsibility of the participant or applicant.

What is a **Supplemental Audit**? Used due to an incomplete site audit, such as severe weather conditions, auditor cancellation, etc. Fees are the responsibility of AISC.

Please contact AISC Certification at certification@aisc.org or 312.670.7520 with any questions.