



CERTIFICATION PROGRAMS

Certification Bulletin:	2019-04
Issue Date:	May 1, 2019
Effective Date:	Immediately
Supersedes:	N/A
Bulletin Title:	Special Agency Audit Program
Inquiries:	certification@aisc.org
To:	All Building Fabricator Participants

Why should you know about the Special Agency Audit Program?

Once you have been listed on the Office of Technical Certification and Research (OTCR)'s New York City (NYC) Approved Fabricator List, you may perform inspections that have traditionally been performed by outside, third-party special inspectors. Transferring the special inspections will save a lot of money for the owners you work with, which will distinguish you from the competition.

The Special Agency Audit Program is an option, not a requirement. Your AISC certifications and endorsements won't be impacted if you or AISC withdraw from the program.

What is the Special Agency Audit Program?

This program was established to meet the requirements defined by OTCR Building Bulletin 2011-009. Here are the details:

- Only AISC Certified fabricators are eligible to apply.
- Participants of this program must have two unannounced, one-day supplemental audits each calendar year. These audits are in addition to the annual AISC Certification audit.
- You will be visited for an unannounced audit once within each of these windows:
 - January 1 through June 30
 - July 1 through December 31



CERTIFICATION PROGRAMS

Before an audit

- You will receive an invoice 30 days before the start of the audit window.
- You must pay these invoices within 30 days of the invoice date. If the payment has not been received after 30 days, you will receive a reminder with an additional 15-day deadline. If payment still has not been received after 45 days, your facility will be withdrawn from the Special Agency Audit Program, and NYC's OTCR will be notified.
- Once payment is received, you will receive confirmation that your company is now on the scheduling request list.
- You will not be informed of the audit date or the identity of the auditor until s/he arrives at your facility.
- The cost per audit is as follows:
 - Fabricators in the U.S. - \$2,000
 - Fabricators in Canada or Mexico - \$3,750
 - Fabricators located outside North America - \$13,750

After an audit

- Once your facility has successfully completed its first unannounced audit, you will receive a signed Special Inspection Exemptions Sheet that you must submit to NYC's OTCR as noted in Building Bulletin 2011-009.
- If the auditor observes non-conformances with the requirements, you will need to use your Quality Management System and take corrective action. The auditor will review the effectiveness of these corrective actions at your next Special Agency Audit. Failure to initiate effective corrective action may result in removal from the Special Agency Audit Program.

How to apply

- Contact AISC at certification@aisc.org or 312.670.7520 for an application.

How to get help

The AISC Certification team is always available to answer your questions at certification@aisc.org or 312.670.7520.