



## CERTIFICATION PROGRAMS

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<b>Bulletin Title:</b>	Meet Scheduling 2.0
<b>Inquiries:</b>	certification@aisc.org
<b>To:</b>	All Participants

As you may know, we've been working behind the scenes to simplify the logistics of AISC Certification audits. We first discussed Scheduling 2.0 at the 2019 NASCC: The Steel Conference in St. Louis, and now we want to fill you in on the rest of the details.

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### How will this change help me?

- Currently, your audit typically takes place in the same **month** each year. Starting in 2020, your audit schedule will take place the same **week** each year. This will allow you to more easily plan your annual schedule, accounting for things like vacations, maintenance shutdowns, coordination with other outside audits, etc.
- Scheduling 2.0 is eliminating rescheduling fees, as long as you submit a rescheduling request within two weeks of the date you receive your invoice.
- Starting in 2020, we'll be taking your location into account. Why would we schedule an erector audit in Alaska or North Dakota during January? Or Florida in the middle of August? This will reduce the number of audit cancellations related to weather and travel issues.
- AISC is always looking for ways to keep your certification fees as low as possible. The new system will result in highly efficient schedules for our auditors, help us control overall travel costs.
- Even with this new, improved system, there will inevitably be some exceptions to the rule. Holidays, natural disasters, and conflicts with events like NASCC: The Steel



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Conference may necessitate schedule changes occasionally. We will make every effort to keep your audit date consistent and predictable, but your date may move by a week or two to work around these scheduling complications. We will also provide you with advance notice should we need to move your audit date due to a holiday or NASCC: The Steel Conference.

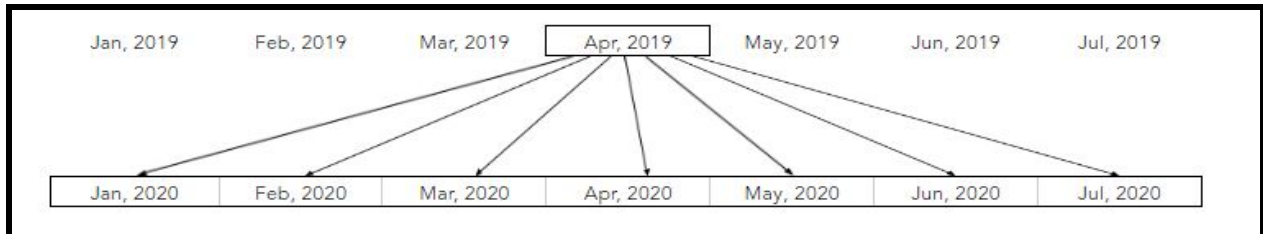
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### When is my new audit date?

If you currently have an audit scheduled for 2019, that date will not change. The new system will begin in January 2020.

Your 2020 audit may change by approximately three months. For example, if your 2019 audit was in April, then your Scheduling 2.0 kick-off audit could be as early as January 2020 or as late as July 2020. See the image below.

Image 1: If you had an April audit month, you could move to a month between January and July.



### When will I find out my new audit date?

Watch for an email in October. That email will provide your fee amount and tell you when you should expect your invoice.

We usually send invoices approximately three months before your audit date. The invoice will include your specific 2020 audit date and your annually recurring audit week; you'll know that this is a Scheduling 2.0 audit because the audit number will have an "S" at the end.

We have mentioned the word "week" a lot in this bulletin. We use the ISO Week Date system, which is used to standardize timekeeping because all weeks have precisely seven days regardless of where the beginning and end of a month falls. We'll make sure you have a copy of this schedule when we start invoicing.



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### **Will my audit duration change?**

Maybe.

If you're a fabricator, your audit duration previously varied between one or two days. We are stopping that--your audit will now take the same number of days each year, based on the size of your company and the complexity of your certification. Audit durations will be either one or two days consistently every year.

Audits of erectors will remain two days every year.

We'll confirm the duration of your audit by email when we issue your invoice.

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### **Will my certification fee amount change?**

No and Yes.

The amount you pay over your three-year certification cycle will not change. We are simply averaging the amount you have previously paid for the full audit year with the amounts you have paid for the two years of renewal audits. These changes are reflected in the new, simplified fee schedules.

During the Scheduling 2.0 transition period, most participants will move to a different certificate expiration month--some will have a longer period from their last expiration month, and others will have a shorter period, and your audit fee will be prorated accordingly. So, this prorated amount could be more or less than your averaged fee depending on how much your certificate expiration month shifts. In other words, you're paying for the number of months you'll be certified during the Scheduling 2.0 transition.

Once the transition is complete, the averaged amount shown on the new fee schedules is what you will be charged every year.

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### **How will rescheduling change under Scheduling 2.0?**

We heard you--we know the rescheduling fee has always been a sore subject. We know that not every audit date will work for every company, so you'll now have an option for us to work together on a new date. With Scheduling 2.0, you can reschedule your audit for no additional



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fee as long as you submit an approved rescheduling request within two weeks of the date you receive your invoice. Please see Bulletin 2019-06 for more information.

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### **More Questions?**

We look forward to working with you throughout the rest of 2019 to make this transition as easy as possible. We're confident that you'll benefit from the increased efficiency and stability in the scheduling and audit process. If you have questions in the meantime, you can reach out to [certification@aisc.org](mailto:certification@aisc.org) or 312.670.7520.