



CERTIFICATION PROGRAMS

Certification Bulletin:	2019-06
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Supersedes:	N/A
Bulletin Title:	Site Audit Rescheduling
Inquiries:	certification@aisc.org
To:	All Participants

Fabricator and Erector Rescheduling

AISC Certification has listened to your feedback, and we are revising our audit rescheduling policy. You may reschedule your audit for no additional fee if you submit a rescheduling request within two weeks of the invoice date noted on your certification invoice.

- Rescheduling requests must be submitted by either the Certification Contact or Principal Officer through the *AISC Audit Date Change Request* form (www.aisc.org/reschedule).
- Participants submitting rescheduling requests between 15 days after invoicing and 45 days before the audit date will be charged a rescheduling fee equal to 25 percent of their audit fee.
- Participants submitting rescheduling requests within 44 days of the audit date will be charged a fee equal to 50 percent of their audit fee.
- Your audit must be completed a minimum of 45 days before the expiration of your certificate--to avoid your certificate expiring.

Requests must be approved by AISC before rescheduling can occur.

Absent personnel, vacation conflicts, busy production schedules, hunting season, or other similar circumstances will no longer be considered acceptable reasons for rescheduling and will not be approved--meaning that your audit date will not be moved. Your quality management system (QMS) must be active and functioning regardless of who is present on a given day.



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Chart 1: Rescheduling Fees and Timeframes.

Rescheduling Fees and Timeframes		
Submittal of Approved Scheduling Request	15 days after invoice and 45 days before the site audit date	Less than 45 days before the site audit date
Amount of Fee	25%	50%

Erector Reschedules due to Jobsite Availability: Please see Bulletin 2019-06.1.

Refunds for Cancelling Audits

Where an invoice has been paid, a 100% refund will be offered for audits canceled more than 30 days before the audit date. A 50% refund will be offered for audits canceled less than 30 days before the audit date.

Chart 2: Refunds for Cancelling Audits.

Audit Cancellation	Invoice date to 30 days before the audit date	Less than 30 days before the site audit date
Refund Amount	100%	50%

How to get help

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