



CERTIFICATION PROGRAMS

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Bulletin Title:	Bulletin 2020-03: Remote Assessments
Inquiries:	certification@aisc.org
To:	North America and U.S. Territories Participants

As always, we hope you, your family, and your employees stay safe in the weeks and months to come.

Daily changes due to COVID-19 and CDC Guidance have directly impacted AISC Certification's ability to carry out in-person site audits. In response, AISC will begin remote assessments for affected participants in North America and the U.S. Territories. Site audits located outside North America remain suspended. Please see Bulletin 2020-01.2 for the latest information on audit suspensions.

A Temporary New Normal for You and AISC Certification

Starting May 4, 2020, AISC will begin remote assessments, which will occur on your currently scheduled audit date. Some of you already know your date because you have received your invoice and your audit date notification emails. For all others, you'll receive these approximately three months before your remote assessment.

If your site audit was previously scheduled between March 17 and May 1, and you are in North America or a U.S. Territory, AISC will contact you individually to schedule your remote assessment. A certificate extension will be provided if your certificate expires before we are able to schedule your remote assessment.

Your Remote Assessment

- Dates and durations will be the same as your previously scheduled site audit, and in most cases, the Quality Management Company (QMC) contract auditor will remain the same. Please contact AISC immediately if you have a conflict of interest with an auditor.
- The auditor will use the video-conferencing platform Zoom. You can find user instructions and helpful resources on [Zoom's website](#). The auditor will contact you about



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setting up the remote assessment start time and ask for a list of attendee email addresses you'd like to include.

- The remote assessment plan will include a list of documents and records that you must have electronically available to share or transmit to the auditor during the assessment.
- Within the assessment findings, an auditor will decide whether to recommend a follow-up site audit. The auditor will discuss this during your Zoom meeting.
- A remote assessment does not require a tour of the fabrication facility or erection jobsite.
- The assessment findings will follow the standard path that the site audit findings do: CARs review, QMC review, AISC review, and the Certification Review Group (CRG) Determination.

Your Certification Determination

- The CRG may determine that a follow-up site audit is required, based on either the remote assessment findings, an auditor's recommendation, or a review of your three-year history.
 - If the CRG determines that a site audit is not required, then you will be eligible for a COVID-19 refund. The refund will be based on audit duration and your location – the amount will be the same for all participants located in the U.S. with a different amount for those located in Canada and Mexico.
 - If a site audit is required, AISC will schedule that audit once travel is allowed. This will be at no additional cost to you. Erectors requiring a site audit will be required to have an active jobsite. A certificate extension will be provided if your certificate expires before we are able to schedule your site audit.

More information

- If you have trouble with the remote assessment due to COVID-19, please contact AISC directly.
- Remote assessments are not acceptable for initial applicant audits, AISC-requested additional audits, appeal audits, or outstanding erector "B" audits. Scope changes will be determined on a case-by-case basis.
- You can continue to submit new applications. AISC will schedule an in-person site audit once travel is allowed.

If you have any questions or concerns about this new solution, please contact AISC Certification directly at either 312.670.7520 or certification@aisc.org.