



CERTIFICATION PROGRAMS

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Bulletin Title:	Bulletin 2020-07: International Remote Assessments Outside North America
Inquiries:	certification@aisc.org
To:	All Participants Outside North America (all initial international applicants see Bulletin 2020-08)

We hope that you, your family, your employees, and your community continue to stay safe.

A Temporary New Normal for You and AISC Certification

As you know, AISC has suspended all travel and in-person site audits for the foreseeable future as we work through upheavals related to the COVID-19 virus. The suspension of travel affects both domestic and international participants. We will notify you by bulletin when in-person site audits resume.

Starting August 3, 2020, AISC will begin performing remote assessments (RA) for participants outside North America. Your Quality Management Company (QMC) auditor will contact you to schedule your RA and will provide an audit plan roughly 30 days prior to your RA. AISC Certification will provide a certificate extension if your certificate expires before we are able to complete your RA. Note your renewal fees must be received before the extension can be issued.

Your Remote Assessment

- RAs for renewal audits last two days.
- The auditor will use the video-conferencing platform Zoom. You can find user instructions and helpful resources on Zoom's website, and there are additional Zoom



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resources at our [Remote Assessment site](#). The auditor will contact you with the RA start time.

- If your internal security policies forbid the use of Zoom, please inform your auditor as soon as possible.
- The RA plan you receive will include a list of documents and records that you must have available to share with the auditor electronically during the assessment. The list of documents is also available at our [Remote Assessment site](#).
- The RA will be conducted in English. You are responsible for providing a translator to assist with the audit, as needed.
- An RA does not require a virtual tour of the fabrication facility.
- 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.
- Please review the AISC Certification policy regarding rescheduled site audit requests in Section 4.3.1 of the *Governing Requirements for Certification Programs* (effective June 1, 2020). This policy applies to RAs. If you have any concerns, please contact us.

Your Certification Determination

- The CRG may determine that a follow-up site audit is required, based on the RA 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 AISC Certification will send you a refund; note that this is a special procedure implemented during the coronavirus pandemic. The refund you receive may vary depending on your geographic location.
 - If a site audit is required, AISC will schedule that audit once travel is allowed. This site audit will bear no additional cost. AISC Certification will provide a certificate extension if your certificate expires before we can schedule your site audit.

More Information:

- Please see [Bulletin 2020-06](#) for information on scope changes, and contact AISC if you have any questions about adding a certification or endorsement to your upcoming renewal RA.
- Please see our FAQ section and other resources at our [Remote Assessment site](#).
- If you have trouble with the RA related to the coronavirus pandemic, please contact AISC directly.
- If you have any questions, please contact AISC Certification directly at certification@aisc.org or 312.670.7520.