



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

This document submittal checklist applies to Building Fabricators, Bridge Fabricators, Hydraulic Fabricators and Metal Component Manufacturers. *The Fracture Critical endorsement is only available to Bridge Fabricators and Metal Component Manufacturers.*

Please submit the following through electronic media. Maximum file size shall not exceed 20 MB:

- A copy of your Quality Manual and the documented procedures as outlined in Sections 1.5 through 1.19 of the *Certification Standard for Steel Fabrication and Erection, and Manufacturing of Metal Components (the Standard)*
- **A copy of this completed checklist. You must include the corresponding Procedure number, Quality Manual section number, or the Document name in the (✓) column.**

Please refer to the *AISC Certification Program Requirements for Fabricator, Erector and Manufacturer Certifications*, and the applicable *Supplemental Program Requirements*.

Documents Required to be Submitted	✓
<p>Quality Policy A written quality policy including a commitment to quality, a commitment to meet contract requirements, and establishing quality goals per Section 1.5.1 of the <i>Standard</i>.</p>	
<p>Quality Goals Written, measurable quality goal(s) per Section 1.5.1 of the <i>Standard</i>.</p>	
<p>Organizational Chart An organizational chart showing all key personnel positions that affect quality, including Quality Assurance, Quality Management, and Quality Control positions. All supervisory position titles must be shown and must match titles in the biographical information required below. The chart must show formal reporting relationships and informational (dotted line) relationships between positions pertaining to quality. Refer to Section 1.5.7 of the <i>Standard</i>.</p>	
<p>Job/Position Descriptions Descriptions must define reporting responsibilities, position responsibilities and authorities related to the quality management system. <u>Include the qualifications required in Section 1.5.4 of the <i>Standard</i></u> and describe the abilities necessary to successfully perform the functions assigned to the description. Refer to Section 1.5.7 of the <i>Standard</i>.</p>	
<p>Biographical Information The biographical data must show title(s) of the position held. That title must match a title on the organization chart or facility organization description. Information must be included relating to the individual's qualifications for the responsibilities of the position(s) filled, which may be illustrated by education, training, certifications or experience. Include the management of quality assurance, quality control and the key individual responsible for the quality management system (Management Representative for Quality). Refer to Section 1.5.4.1 of the <i>Standard</i>.</p>	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

Internal Audit A record of an internal audit <u>that has been conducted</u> , showing that all sections of the Quality Management System have been evaluated. The format for this record is not restricted and can be any system or form that allows your facility an effective means to evaluate compliance and performance of your quality management system in accordance with Section 1.19 of the <i>Standard</i> .		
Record of a Management Review Meeting A record of a management review meeting <u>that has been conducted</u> , addressing at a minimum, the criteria in Section 1.5.2 of the <i>Standard</i> .		
Project information Required to be Submitted		
Project Description and Example A description and example of the type of work fabricated/manufactured at the facility to be certified, which includes: <ul style="list-style-type: none"> Identifying the type of materials used. Refer to Section 2 of the <i>AISC Code of Standard Practice</i>. A list of the ASTM specifications for the materials used. Shop drawing examples for at least one project completed within the last two years. The number of drawings should be adequate to represent the type of work for which you are seeking certification. <u>Do not</u> submit complete sets of drawings. 		
Project Schedule A schedule of upcoming projects for the next six months. The schedule must include: <ul style="list-style-type: none"> The Owner's name The project contract number and name Approximate tonnage and person-hours, and A brief description of the work to be performed. 		
Quality Manual/Quality System Procedures Required to be Submitted		
See Section 1.5.7 for description of Quality Manual and documented procedures. Refer to the Glossary in the <i>Standard</i> for the definition and requirements for a Documented Procedure. (Do not submit detailing standards required in Section 1.7.1 of the <i>Standard</i> . Detailing standards will be evaluated during the onsite audit.)		
Standard Section No.	Title	
1.6	Procedure for Construction Document Review and Communication	
1.7	Procedure for Detailing that includes:	
	1.7.2 Checking	
	1.7.3 Approval of Approval Documents and Release for Fabrication	
	1.7.4 Shop Drawings Supplied by Others	
1.8	Procedure for Control of Mgmt System Documents and Project Documents that includes:	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

	1.8.1 Management System Documents	
	1.8.1.1 Quality Management System Documents	
	1.8.1.2 Review and Approval	
	1.8.1.3 Revision Control	
	1.8.1.4 Access	
	1.8.1.5 Communication	
	1.8.2 Project Documents	
	1.8.2.1 Tracking	
	1.8.2.2 Revision Control	
	1.8.2.3 Access	
	1.8.2.4 Communication	
1.9	Procedure for Maintenance of Quality Records that includes:	
	1.9.1 Retention	
	1.9.2 Storage	
	1.9.3 Retrieval	
1.10	Procedure for Purchasing that includes:	
	1.10.1 Purchasing Data	
	1.10.2 Selection of Subcontractors and Suppliers	
	1.10.3 Verification of Purchased Product, Materials and Services	
	1.10.4 Control of Customer-Furnished Material	
1.11	Procedure for Material Identification	
1.12	Procedure for Process Controls that includes fabrication processes and:	
1.12.1	<p>Welding: A documented procedure for welding that addresses the development and management of:</p> <ul style="list-style-type: none"> ● WPS's ● Preheat requirements ● PQR's (when required) ● Storage (including ovens) and consumables identification ● Welder, welding operator, and tack welder qualifications and qualification test records in accordance with appropriate AWS requirements ● Welder, welding operator, and tack welder performance records—to provide objective evidence that the “period of effectiveness” has not been exceeded and satisfactory performance is consistently achieved. ● Traceability of welds to the welders who produce them <p>Please submit:</p> <ul style="list-style-type: none"> ● one current WPS and PQR (if required) in compliance with the applicable AWS welding Code 	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

	<ul style="list-style-type: none"> one current Welder Performance Qualification Record (WPQR) in compliance with the applicable AWS welding Code 	
1.12.2	Bolt Installation: A documented procedure, including reference to the latest version of the RCSC Specification, including storage, pre-installation verification, installation, and inspection of fastener assemblies for snug-tightened, pretensioned and slip-critical joint types.	
1.12.3	Material Preparation for Application of Coatings	
1.12.4	Coating Application	
1.12.5	Equipment Maintenance	
1.13	Procedure for Inspection and Testing including:	
1.13.1	Assignment of QC Inspections and Monitoring	
	1.13.2 In-Process Inspection	
	1.13.3 Final Inspection	
1.13.4	Inspection Records	
1.14	Procedure for Calibration of Inspection, Measuring and Test Equipment	
1.15	Procedure for Control of Nonconformances including:	
	1.15.1 Control of Nonconformance with the Quality Management System	
	1.15.2 Nonconforming Product and Work	
1.16	Procedure for Corrective Action	
1.18	Training Records	
1.19	Procedure for Internal Audit	
Standard Section No.	Additional Submittal Requirements for Bridge and Highway Metal Component Manufacturers	
3.7.8	Detailing – Design Procedure (where component design is provided by the Manufacturer)	
Standard Section No.	Additional Submittal Requirements for Steel Bridge Fabricators	
4.5.4.1	Personnel – a documented procedure for certifying and updating NDT personnel.	
4.7.8	Detailing – a documented procedure for Preparation of Shop Drawings and Erection Drawings	
4.12.2	Bolt Installation – the documented procedure for bolting shall also meet the requirements in Report No. FHWA-SA-91-031 High-Strength Bolts for Bridges for Rotational Capacity Testing, or of Chapter 15, Part 3, of AREMA Manual for Railway Engineering, as applicable	
Standard Section No.	Additional Submittal Requirements for Intermediate Bridge Fabricators	
4.1	Documentation supporting experience in fabricating plate girder spans with field splices <u>in the last five years</u> – OR	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

	Documented training for the purpose of communicating intermediate bridge work functions to the work forces.	
4.I.12.6	A documented procedure for laydown and shop assembly of field connections.	
Standard Section No.	Additional Submittal Requirements for Advanced Bridge Fabricators	
4.A	Documentation supporting experience in fabricating Advanced Bridges for highway or railroad applications <u>in the last five years</u> – OR <ul style="list-style-type: none"> Documentation supporting experience fabricating intermediate bridges for highway or railroad use, AND Records of documented training for the purpose of communicating advanced bridge work functions to the work forces, AND Demonstration of capability to fabricate advanced bridges. 	
4.A	A documented procedure for laydown and shop assembly of field connections.	
4.A.6	Construction Document Review and Communication - a documented procedure for communications regarding special fabrication-related requirements for advanced bridges.	
4.A.12.1	Welding - a documented procedure for welding that includes a distortion control program	
Standard Section No.	Additional Submittal Requirements for the Fracture Critical Endorsement	
4.F	Documentation supporting experience in fabricating Fracture Critical members in accordance with AWS D1.5 <u>in the last five years</u> - OR <ul style="list-style-type: none"> Records of documented personnel training of Fracture-Critical (FC) work functions per AWS D1.5, clause 12, AND Demonstration of capability to fabricate fracture-critical members. 	
4.F.5.7	A written fracture control plan (FCP) meeting the requirements in AWS D1.5, Clause 12 that includes provisions for: <ul style="list-style-type: none"> straightening, curving and cambering tack welds and temporary welds preheat and interpass control fracture-critical consumable requirements postweld thermal treatments 	
4.F.10.1	Purchasing Data - The written purchasing documents shall identify material to be used for fracture-critical applications.	
4.F.11	Material Identification: A documented procedure for identification of material and for material traceability that includes provisions for maintaining heat and MTR identity of fracture-critical material throughout the fabrication process.	
4.F.12.1	Procedure for fracture-critical welding that includes: <ul style="list-style-type: none"> PQRs for fracture-critical WPSs 	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

	<ul style="list-style-type: none"> Fracture-critical provisions for welding procedure qualification, preheat, and storage of consumables. Please submit: <ul style="list-style-type: none"> one current fracture-critical WPS and PQR, and one current Welder Performance Qualification Record (WPQR) for fracture critical welding 	
4.F.13	Inspection and Testing - a documented procedure that includes provisions for inspection of fracture-critical welds.	
4.F.15.2	Nonconforming Product - A documented procedure that includes provisions for critical and noncritical repairs of fracture-critical welds in accordance with AWS D1.5, Clause 12.	
Standard Section No.	Additional Submittal Requirements for Fabricators of Hydraulic Steel Structures	
4.5.4.1	Personnel – a documented procedure for certifying and updating NDT personnel.	
4.7.8	Detailing – a documented procedure for preparation of shop drawings and installation drawings that include: <ul style="list-style-type: none"> Bills of material that include provisions for the material used in fracture-critical applications, and Shop and installation drawings defining the manner of identifying fracture-critical welds 	
4.12.2	Bolt Installation – the documented procedure for bolting shall also meet the requirements of Report No. FHWA-SA-91-031 High-Strength Bolts for Bridges for Rotational Capacity Testing.	
4.A	Documentation supporting experience in fabricating <i>Hydraulic Steel Structures in the last five years</i> – OR <ul style="list-style-type: none"> Documentation supporting experience fabricating intermediate bridges for highway or railroad use, AND Records of documented training for the purpose of communicating work functions for Hydraulic Steel Structures to the work forces, AND Demonstration of capability to fabricate Hydraulic Steel Structures. 	
4.A.6	Construction Document Review and Communication - a documented procedure for communications regarding special fabrication-related requirements for Hydraulic Steel Structures.	
4.A.12.1	Welding - a documented procedure for welding that includes a distortion control program	
4.F	Documentation supporting experience in fabricating Fracture Critical members in accordance with AWS D1.5 <i>in the last five years</i> - OR <ul style="list-style-type: none"> Records of documented personnel training of Fracture-Critical (FC) work functions per AWS D1.5, clause 12, AND Demonstration of capability to fabricate fracture-critical members. 	
4.F.5.7	A written fracture control plan (FCP) meeting the requirements of AWS D1.5, Clause 12 that includes provisions for: <ul style="list-style-type: none"> straightening, curving and cambering tack welds and temporary welds preheat and interpass control 	



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

	<ul style="list-style-type: none"> ● fracture-critical consumable requirements ● postweld thermal treatments 	
4.F.10.1	<p>Purchasing Data - The written purchasing documents shall identify material to be used for fracture-critical applications. Base metal requirements shall include, in accordance with the <i>AWS D1.5, Clause 12</i>:</p> <ul style="list-style-type: none"> ● Required toughness requirements ● Fine-grain practice ● Prohibition of mill repairs 	
4.F.11	<p>Material Identification: A procedure for identification of material and for material traceability that includes provisions for maintaining heat and MTR identity of fracture-critical material throughout the fabrication process.</p>	
4.F.12.1	<p>Procedure for fracture-critical welding that includes:</p> <ul style="list-style-type: none"> ● PQRs for fracture-critical WPSs ● Fracture-critical provisions for welding procedure qualification, preheat, and storage of consumables. <p>Please submit:</p> <ul style="list-style-type: none"> ● one current fracture-critical WPS and PQR, and ● a fracture-critical WPS for repair welding, and ● one current Welder Performance Qualification Record (WPQR) for fracture critical welding 	
4.F.13	<p>Inspection and Testing - a procedure that includes provisions for:</p> <ul style="list-style-type: none"> ● inspection of fracture-critical welds, including repair welds ● Inspector qualification requirements, including Lead QC and QA Inspectors ● NDT technicians ● NDT requirements for various types of welds 	
4.F.15.2	<p>Nonconforming Product - A documented procedure that includes provisions for critical and noncritical repairs of fracture-critical welds in accordance with <i>AWS D1.5, Clause 12</i>.</p>	

Checklist to be completed by Management Representative / Certification Contact

(Print name)

(Signature)

Date _____