



# CERTIFICATION PROGRAMS

## Application Document Submittal for AISC Certification - Erectors

Please submit the following via email to [application@aisc.org](mailto:application@aisc.org). NOTE: Emails larger than 15MB will not come through to us; please send your files across multiple emails if they are too large:

- A copy of your Quality Manual and Safety Manual and the documented procedures as outlined in Sections 1.5 through 1.19 and Chapter 5 of the *AISC 207-20 Standard for Certification Programs (the Standard)*
- **A copy of this completed checklist. You must include the corresponding Procedure number, Quality Manual or Safety Manual section number, or the Document name in the (✓) column.**

Please refer to the *AISC Governing Requirements for Certification Programs (GRs)*, and the applicable *Supplemental Requirements (the Supplements)*.

Documents Required to be Submitted	✓
<b>Waiver and Indemnity Agreement</b> A blank Waiver and Indemnity Agreement form can be downloaded from the <a href="http://aisc.org/certification">aisc.org/certification</a> webpage.	
<b>Insurance</b> Provide a current Certificate of Liability Insurance naming the American Institute of Steel Construction, LLC and Quality Management Company, LLC as additional entities covered by the insurance and Waiver of Indemnity Agreement.	
<b>Erection Company Safety Records</b> Provide the following records for the three-year period immediately preceding the date of application: <ul style="list-style-type: none"> <li>• The company's Workers' Compensation experience modification factor</li> <li>• The OSHA Recordable Incidence Rate</li> <li>• The OSHA Lost Workday Incidence Rate</li> </ul>	
<b>Quality Policy</b> A written quality policy statement describing company policy, quality goals, a commitment to meet contract requirements, and training. Refer to Section 1.5.1 of the <i>Standard</i> .	
<b>Quality Goals</b> Written, measurable goals to improve quality. Refer to Section 1.5.1 of the <i>Standard</i> .	
<b>Safety Policy</b> A written safety policy statement describing safety goals, and commitment to meet federal/state safety requirements, and safety training. Refer to Section 5.5.9 of the <i>Standard</i> .	
<b>Safety Goals</b> Written, measurable safety goals. Refer to Section 5.5.9 of the <i>Standard</i> .	
<b>Organizational Chart</b> An organizational chart showing all key personnel positions that affect quality, including Quality Assurance, Quality Management, and Quality Control positions. All supervisory and Safety 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 and safety. Refer to Section 1.5.7 and 5.5.10 of the <i>Standard</i> .	



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<p><b>Job/Position Descriptions</b> Descriptions must define reporting responsibilities, position responsibilities and authorities related to the Quality Management System (QMS) and the Safety Management System (SMS). Include the qualifications required in Section 1.5.4 and 5.5.10 of <i>the Standard</i> and describe the abilities necessary to successfully perform those functions. Refer to Section 1.5.7 of the <i>Standard</i>.</p>	
<p><b>Biographical Information</b> The biographical data must show title(s) of the position held which must match a title on the organization chart. 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. Refer to Section 1.5.4 of the <i>Standard</i>.</p> <p>Include the management of quality assurance, quality control and the key individual(s) responsible for the quality management system (Management Representative for Quality) and for the safety management system (Management Representative for Safety) Refer to <u>Section 1.5.4 and 5.5.10 of the <i>Standard</i></u>.</p>	
<p><b>Internal Audit</b> A record of an internal audit <u>that has been conducted</u>, showing that all sections of the quality management system and the safety 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 and safety management system in accordance with Section 1.19 and 5.19 of the <i>Standard</i>.</p>	
<p><b>Record of the Management Review</b> A record of the management review of the quality management system and the safety management system <u>that has been conducted</u>, addressing at a minimum, the criteria of Section 1.5.2 and 5.5.2 of the <i>Standard</i>.</p>	
<b>Project information Required to be Submitted</b>	
<p><b>Project Listing</b> Provide a list of projects showing the last twenty-five (25) projects, <b>or</b> the last three years of completed projects, whichever is shorter. The list must include:</p> <ul style="list-style-type: none"> <li>• The project name and contract number</li> <li>• The Owner's name</li> <li>• Approximate tonnage and person-hours, and</li> <li>• A brief description of work performed (for example: four story beam and column office building, simple, non-continuous beam span, highway overpass, etc.)</li> </ul> <p>Information for projects must be provided for field erection work only. The work should be characterized as to its primary fastening method, (e.g. welding, bolting.)</p>	✓
<p><b>Project Schedule</b> A schedule of upcoming projects for the next six months. The schedule must include:</p> <ul style="list-style-type: none"> <li>• Estimated start date of erection</li> <li>• The Owner's name</li> <li>• The project contract number and name</li> <li>• Approximate tonnage and person-hours, and</li> <li>• A brief description of the work to be performed. (steel building, steel highway bridge, e.g.)</li> </ul>	



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Quality Manual/Quality System Procedures Required to be Submitted		
Refer to Section 1.5.7 in the <i>Standard</i> for a description of the Quality Manual. Refer to Section 1.5.2 for the requirements of a Documented Procedure.		
Standard Section No.	Title	✓
1.6	Documented Procedure for Construction Document Review and Communication	
1.8	Control of Management System Documents and Project Documents that includes:	
	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	Documented Procedure for Maintenance of Quality Records that includes:	
	1.9.1 Retention	
	1.9.2 Storage	
	1.9.3 Retrieval	
1.10	Documented 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	
	1.10.5 Purchasing Records	
1.11	Documented Procedure for Material Identification	
1.12	Procedure for Process Controls that includes fabrication, manufacturing, or erection processes and:	
1.12.1	Welding: A documented procedure for welding that addresses the development and management of: <ul style="list-style-type: none"> <li>● WPS's</li> <li>● Preheat requirements</li> <li>● PQR's (when required)</li> <li>● Storage (including ovens) and consumables identification</li> <li>● Welder, welding operator, and tack welder qualifications and qualification test records in accordance with appropriate AWS requirements</li> </ul>	



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	<ul style="list-style-type: none"> <li>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 (continuity records).</li> <li>Traceability of welds to the welders who produce them.</li> </ul> <p><b>Please submit:</b></p> <ul style="list-style-type: none"> <li><b>A current WPS and PQR (if required) in compliance with the applicable AWS Welding Code.</b></li> <li><b>one current Welder Performance Qualification Record (WPQR) in compliance with the applicable AWS Welding Code.</b></li> </ul>	
1.12.2	<p>Bolt Installation: A documented procedure for bolting, including reference to the latest version of the RCSC <i>Specification for Structural Joints Using High-Strength Bolts</i>, including storage, pre-installation verification, installation, and inspection of fastener assemblies for snug-tightened, pretensioned and slip-critical joint types.</p> <p>For erectors seeking the Bridge Erector endorsement, the documented procedure for bolting shall also meet the S4 supplementary requirement for rotational capacity testing as required by ASTM F3125/F3125M.</p>	
1.12.5	Documented Procedure for Equipment Maintenance	
1.13	Documented 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	
	1.13.5 Inspection Records	
1.14	Documented Procedure for Calibration of Inspection, Measuring and Test Equipment	
1.15	Documented Procedure for Control of Nonconformances including:	
	1.15.1 Nonconformance with Management Systems	
	1.15.2 Nonconforming Work	
1.16	Documented Procedure for Corrective Action	
1.18	Training Records (initial and periodic documented training)	
1.19	Documented Procedure for control and management of Internal Audits	



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Standard Section No.	Safety Management System (SMS) Documents Required to be Submitted	✓
5.5.8	A Safety Manual that contains the following information at a minimum: <ul style="list-style-type: none"> <li>(a) Safety policy statement</li> <li>(b) Identification of the individual responsible for the safety management system</li> <li>(c) Safety and health inspections</li> <li>(d) Incident investigation</li> <li>(e) Hazard prevention and control</li> <li>(f) Safety and health training</li> <li>(g) Personal protective equipment</li> <li>(h) Hazard communication</li> <li>(i) Lockout/tagout procedure</li> <li>(j) Respiratory protection</li> <li>(k) Fall protection</li> </ul>	
5.8.2.1	Tracking: A transmittal system shall be established to record the distribution of project information to steel erection personnel, subcontractors, and suppliers	
5.10	Purchasing: The information included in purchasing documents shall include safety data sheets.	
5.12.3	Material Preparation for Application of Coatings: When the erector's work includes coating application or touch-up of coatings, the documented procedure for material preparation shall support achievement of cleanliness and the surface profile required by coating manufacturer recommendations, product data sheets, and contract documents, as applicable.	
5.12.4	Coating Application: When the erector's work includes coating application or touchup of coatings, the documented procedure for coating application shall support achievement of proper application and curing of coatings in accordance with manufacturer recommendations, product data sheets, and contract documents, as applicable.	
5.16	Corrective Action: The documented procedure shall include periodic review of records or summaries of nonconformances and of internal and external safety audit reports for determination and initiation of corrective actions.	
5.18	Safety Training Records that include: <ul style="list-style-type: none"> <li>• Initial safety orientation training for each employee</li> <li>• Weekly safety training talks</li> </ul> Training shall include the applicable OSHA 1926 requirements	
5.19	Internal Audit: The requirements in Section 1.19 shall additionally apply to the safety management system.	
5.20	An <b>Erection Plan example</b> that includes the following information: <ul style="list-style-type: none"> <li>(a) Project name and location.</li> <li>(b) Indication of access for material delivery and equipment delivery, including lay-down, shake-out, and field-assembly areas.</li> <li>(c) Sequence of erection.</li> <li>(d) Dimensions and locations of cranes or other lifting equipment.</li> <li>(e) Required site conditions for the crane location and confirmation of adequate base support for the crane.</li> </ul>	



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	<ul style="list-style-type: none"> <li>(f) Sizes, model names or numbers, and capacity charts for lifting equipment.</li> <li>(g) Information regarding the heaviest lift and its radius; the longest radius and its lift weight; and the boom configuration for each at every location of the lifting equipment.</li> <li>(h) Indicate critical lifts, if any, and include the critical lift protocol or procedure.</li> <li>(i) Requirements for multi-lift rigging.</li> <li>(j) Types of slings to be used and, if more than one type, the locations in which they will be used.</li> <li>(k) Rigging information for atypical lifts (weight, geometry, center of gravity, etc.) such as slings and hardware, rated lifting beams, beam clamps (including catalog cuts), as applicable to the lift</li> <li>(l) Designation of crane paths from position to position, indicating load travel paths, swing restrictions, and personnel exclusion zones.</li> <li>(m) Designation of space required for field assembly prior to erection.</li> <li>(n) Identification of special fastening sequences and/or methods.</li> <li>(o) Identification of special or atypical connections.</li> <li>(p) Traffic control notes.</li> <li>(q) Identification of specification requirements for erection, such as plumbing tolerances smaller than those stipulated in the AISC Code of Standard Practice</li> <li>(r) Provisions for temporary supports as required by the AISC Code of Standard Practice Section 7.10.3.</li> <li>(s) Falsework requirements and corresponding design calculations.</li> <li>(t) Jacking layout and jacking procedure.</li> <li>(u) Notation of special problems due to overhead restrictions, underground utilities, barriers to crane tail swing, etc.</li> </ul>	
5.21	<p><b>A Safety Plan Example</b> that includes:</p> <ul style="list-style-type: none"> <li>● a pre-task analysis for each steel erection activity,</li> <li>● a list of all hazardous materials in the control of the erector at the project site,</li> <li>● an emergency evacuation plan, and</li> <li>● requirements for regularly scheduled safety inspections,</li> </ul> <p>The safety plan shall include the following information as appropriate for the project:</p> <ul style="list-style-type: none"> <li>(a) Project name and location</li> <li>(b) The erector's emergency contacts on site and off site</li> <li>(c) Medical services available on site, contact information for emergency services, and emergency evacuation procedures</li> <li>(d) Fall protection requirements that differ from those in the safety manual</li> <li>(e) Required personal protective equipment</li> <li>(f) Protection for openings and perimeters</li> <li>(g) Special procedures required, such as, but not limited to, lockout/tagout, confined space training, and lead exposure mitigation</li> <li>(h) Special training required</li> <li>(i) Requirements for work attire</li> <li>(j) Information as provided to the erector regarding other hazardous materials onsite</li> </ul>	



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Standard Section No.	Submittal Requirements for Seismic Erector Endorsement	✓
5.3.1	<b>Protected Zone Procedure</b> A documented procedure describing the plan to meet Protected Zone requirements in AISC 341-16 and AISC 358-16.	
	<b>Bolted Joint Procedure</b> A documented procedure describing the plan to meet the bolted joint requirements in AISC 341-16, D2.2(d)	
	<b>In addition to the documented procedure for welding required in 1.12.1, please submit:</b> <ul style="list-style-type: none"> <li>● A current AWS D1.8 Demand Critical WPS (and PQR if required)</li> <li>● A current AWS D1.8 Demand Critical Welder Performance Qualification Record (WPQR)</li> </ul>	
Standard Section No.	Additional Submittal Requirements for Metal Deck Endorsement	✓
5.3.2	Instructions for metal deck installation that meet the requirements of <i>ANSI/SDI QA/QC Standard for Quality Control and Quality Assurance for Installation of Steel Deck</i> . These instructions must be included in the erection plan and safety plan.	
	<b>In addition to the documented procedure for welding required in 1.12.1, please submit:</b> <ul style="list-style-type: none"> <li>● A current AWS D1.3 WPS and PQR (if required)</li> <li>● A current AWS D1.3 Welder Performance Qualification Record (WPQR)</li> </ul>	
Standard Section No.	Submittal Requirements for Bridge Erector Endorsement	✓
5.3.3	<b>In addition to the documented procedure for welding required in 1.12.1, please submit:</b> <ul style="list-style-type: none"> <li>● A current AWS D1.5 WPS and PQR (if required)</li> <li>● A current AWS D1.5 Welder / Welding Operator Qualification Record (WQR)</li> </ul>	

Checklist to be completed by Management Representative / Certification Contact

\_\_\_\_\_ Date \_\_\_\_\_  
 (Print name) (Signature)