CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Fabricators and Manufacturers

This document submittal checklist applies to fabricators of steel buildings, bridges, hydraulic metal structures and metal component manufacturers. *The Fracture Critical endorsement is only available to Bridge Fabricators, Hydraulic Metal Structure Fabricators and Metal Component Manufacturers.*

Please submit the following via email to 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 the documented procedures as outlined in Sections 1.5 through 1.19 and chapters 2 through 6, as applicable, 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 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	✓
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 *Standard*.	
Quality Goals Written, measurable quality goal(s) per Section 1.5.1 of the *Standard*.	
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 *Standard*.	
Job/Position Descriptions Descriptions must define reporting responsibilities, position responsibilities and authorities related to the quality management system. Include the qualifications required in Section 1.5.4 of *the Standard* and describe the abilities necessary to successfully perform the functions assigned to the description. Refer to Section 1.5.7 of the *Standard*.	
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 and 1.5.5 of the *Standard*.	

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Internal Audit A record of an internal audit **that has been conducted**, 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 *Standard*.	
Record of a Management Review Meeting A record of a management review meeting **that has been conducted**, addressing at a minimum, the criteria in Section 1.5.3 of the *Standard*.	
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: ● Identifying the type of materials used. Refer to Section 2 of the *AISC 303 Code of Standard Practice for Steel Buildings and Bridges.* ● 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. **Do not submit complete sets of drawings.**	
Project Schedule A schedule of upcoming projects for the next six months. The schedule must include: ● Estimated fabrication start date ● 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 (steel building, steel highway bridge, e.g.)	

Quality Manual/Quality System Procedures Required to be Submitted		
Refer to Section 1.5.7 in the *Standard* 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	
1.7	Section 1.7 DOES NOT APPLY TO ERECTORS	
	1.7.1 Detailing Standards: Please submit a copy of your Detailing Standards in compliance with 1.7.1.	
	Documented procedures that include:	
	1.7.1.1 Digital Document Production	
	1.7.2 Checking	
	1.7.3 Control of Approval Documents and Release for Fabrication	

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	1.7.4 Fabrication and/or Installation Documents Supplied by Others	
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: ● 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. (continuity records). ● Traceability of welds to the welders who produce them.	

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	Please submit: ● **one current and valid WPS and PQR (if required) in compliance with the applicable AWS welding Code, and** ● **one current and valid Welder Performance Qualification Record (WPQR) in compliance with the applicable AWS welding Code**	
1.12.2	Bolt Installation: A documented procedure for bolting, including reference to the latest version of the RCSC *Specification for Structural Joints Using High-Strength Bolts*, including storage, pre-installation verification, installation, and inspection of fastener assemblies for snug-tightened, pretensioned and slip-critical joint types.	
1.12.3	Documented Procedure for Material Preparation for Application of Coatings	
1.12.4	Documented Procedure for Coating Application	
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 Receipt Inspection	
	1.13.3 In-Process Inspection	
	1.13.4 Final Inspection	
	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 Internal Audit	
***Standard* Section No.**	**Additional Submittal Requirements for Bridge and Highway Metal Component Manufacturers**	✓
3.7.8	Detailing – Design Procedure (only 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 Fabrication and Erection Documents	
4.11.1	Material Identification - Traceability	

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4.12.2	Bolt Installation – the documented procedure for bolting shall also meet the S4 supplementary requirement for rotational capacity testing as required by ASTM F3125/F3125M.	
***Standard* Section No.**	**Additional Submittal Requirements for Intermediate Bridge Fabricators**	✓
4.I	Documentation supporting experience in fabricating plate girder spans with field splices in the last five years – **OR** 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 in the last five years – **OR** ● 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 Control Endorsement**	✓
4.F	Documentation supporting experience in fabricating Fracture Critical members in accordance with AASHTO/AWS D1.5M/D1.5 in the last five years - **OR** ● Records of documented personnel training of Fracture-Critical (FC) work functions per AASHTO/AWS D1.5M/D1.5, **AND** ● Demonstration of capability to fabricate fracture-critical members.	
4.F.5.7	A written fracture control plan (FCP) meeting the requirements in AASHTO/AWS D1.5M/D1.5 that includes provisions for: ● straightening, curving and cambering ● tack welds and temporary welds ● preheat and interpass control ● 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.	

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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: ● PQRs for fracture-critical WPSs ● Fracture-critical provisions for welding procedure qualification, preheat, and storage of consumables. Please submit: ● 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 and testing of fracture-critical welds.	
4.F.15.2	Nonconforming Work - A documented procedure that includes provisions for critical and noncritical repairs of fracture-critical welds in accordance with AASHTO/AWS D1.5M/D1.5.	
***Standard* Section No.**	**Additional Submittal Requirements for Fabricators of Hydraulic Metal Structures**	✓
6.5.4.1	Personnel – a documented procedure for certifying and updating NDT personnel.	
6.6	Construction Document Review and Communication	
6.7.8	Detailing – a documented procedure for preparation of fabrication documents that include: ● How project requirements are reviewed and incorporated ● How the fabricator coordinates, proposes changes, and tracks information with the general contractor or owner (e.g., change orders and RFIs) and how the associated resolutions are tracked and controlled.	
6.12.1	Welding - a documented procedure for welding that includes welding of dissimilar metals. WPSs and supporting PQRs shall be available for the dissimilar metals to be joined, including those not addressed by AWS D1 welding codes.	
***Standard* Section No.**	**Additional Submittal Requirements for Fabricators of Advanced Hydraulic Metal Structures**	✓
6.A.12.2	Bolt Installation – The documented procedure for bolting shall meet the S4 supplementary requirements for rotational capacity testing as required by ASTM F3125/F3125M Standard Specification for High Strength Structural Bolts.	
6.A.12.6	Trial Assembly - The fabricator's documented procedure for trial assembly of field connections shall include, at a minimum, the following items: (a) Provisions for control of assembled dimensions. (b) Provisions for control of accuracy of drilling and reaming of shop connections. (c) Documented procedures, including reference drawings, for match-marking shop-assembled pieces.	

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	(d) Provisions for assuring the accuracy of numerically controlled equipment, if contract documents permit the use of such equipment in lieu of physical assembly	
6.A.12.7	Machining - A documented procedure shall be developed for machining, whether it is performed by the fabricator or a subcontractor.	
***Standard* Section No.**	**Additional Submittal Requirements for Fabricators of Fracture-Critical Members of Hydraulic Metal Structures**	✓
6.F.5.7	Quality Manual - The quality manual shall include or reference a written fracture control plan (FCP).	
6.F.7.1	Detailing Standards - The detailing standards for preparation of bills of material shall include how fracture-critical members (FCM) are identified in bills of material. FCMs shall be individually identified.	
6.F.10.1	Purchasing Data - The fabricator's written purchasing documents shall identify material to be used for fracture-critical applications.	
6.F.11	Material Identification: A documented procedure for identification of material and for material traceability shall include provisions for maintaining heat and MTR identity of fracture-critical material throughout the fabrication process.	
6.F.12.1	Welding - documented procedure for welding shall include: (a) Fracture-critical provisions for welding procedure qualification, preheat, and storage of consumables. (b) Provisions for the creation and implementation of a Fracture Control Plan (FCP). The FCP shall be in accordance with the requirements of AASHTO/AWS D1.5M/D1.5 Bridge Welding Code, "AASHTO/AWS Fracture-Control Plan (FCP) for Nonredundant Structures," with the following modifications: (1) All instances of the word "bridge" shall be replaced with "hydraulic structure." (2) The first sentence of the section, Certification and Qualification, shall be omitted.	
6.F.13	Inspection and Testing - Inspection and Testing - a documented procedure that includes provisions for inspection and testing of fracture-critical welds.	
6.F.15.2	Nonconforming Product - A documented procedure that includes provisions for critical and noncritical repairs of fracture-critical welds in accordance with AASHTO/AWS D1.5M/D1.5.	

Checklist to be completed by Management Representative / Certification Contact

_____ _____ Date_____

(Print name) (Signature)