



# AISC Certification Program Requirements for Fabricators of Steel Buildings

This document contains the Program Rules and Regulations which collectively comprise the *Requirements* that govern the AISC Certification Program for Fabricators of Steel Buildings referred to as the *Program*. All applicants and continuing *Participants*, hereinafter referred to as *Participant* are required to have available and comply with these *Requirements*. This program uses the *AISC Certification Program for Structural Steel Fabricators - Standard for Steel Building Structures - 2006* hereinafter referred to as *Standard* as a normative document.

PROGRAM RULES	
RU1	Program Rules are included in the site audit scope and a nonconformance would result in a Corrective Action Request being issued by the auditor.
RU2	An approved application, full payment of fees, documentation audit and site audit are mandatory.
RU3	To ensure that the site audit maintains impartiality and avoid any conflicts of interest, <i>Participants</i> may not have used the auditor assigned to them as a consultant in the two years prior to the audit date nor may the auditor have been an employee of or contracted by the <i>Participant</i> within the previous five years. If either conflict of interest exists with the assigned auditor, the <i>Participant</i> is obligated to notify AISC Certification within 5 business days of receiving their auditor assignment, and the audit will be reassigned to a different auditor at no expense to the <i>Participant</i> . If notification is not received within this time frame, the audit reassignment will be at the <i>Participant's</i> expense.
RU4	<p>Key certification variables include facility information and contact information. Failure to provide timely notification of changes to key certification variables may result in a cancelled or incomplete site audit or suspension of certification. Therefore the <i>Participant</i> is required, within 30 days of the change, to complete the <i>Key Variables Change</i> form on the AISC website to inform AISC of changes to any of the following:</p> <p><u>Facility</u>: Company name, physical address of facility, mailing address, and ownership</p> <p><u>Contacts</u>: The names, telephone, and email of the following designated individuals</p> <ul style="list-style-type: none"> <li>○ Principal Officer</li> <li>○ Marketing Representative</li> <li>○ Certification Contact</li> <li>○ Accounts Payable</li> </ul> <p>While positions identified above may be combined, a minimum of three separate</p>



	email contacts for a <i>Participant</i> is required.
RU5	All documents required for the certification program application and review process are to be submitted by the <i>Participant</i> in English.
RU6	<p>Section/Element 3 of the Standard is clarified and modified by the following:</p> <ul style="list-style-type: none"> <li>• All references must be in English</li> <li>• The AISC <i>Steel Construction Manual</i> is not required as the references it contains may be superseded.</li> </ul> <p>Current editions of the following references are required: (<i>note: other editions may also be required by existing Participant contracts</i>)</p> <ul style="list-style-type: none"> <li>• AISC 303 <i>Code of Standard Practice for Steel Buildings and Bridges</i></li> <li>• ANSI/AISC 360 <i>Specification for Structural Steel Buildings</i></li> <li>• RCSC <i>Specification for Structural Joints Using High Strength Bolts</i></li> <li>• AISC <i>Selected ASTM Standards for Structural Steel Fabricators, or equivalent</i></li> <li>• AWS D1.1/D1.1M <i>Structural Welding Code – Steel</i></li> </ul> <p>Provisions of Section/Element 3 not modified above remain in effect.</p>
RU7	The <i>Participant</i> will be audited and evaluated to ensure compliance with the current AWS D1.1/D1.1M <i>Structural Welding Code - Steel</i> regardless if this is required by the sampled contracts and specifications.
RU8	All personnel involved in the quality management system may be either employees of the <i>Participant</i> or contracted by the <i>Participant</i> . In the case of the latter, contract status and qualifications must be demonstrable.
RU9	Certified Welding Inspectors (CWI) may be an employee of the <i>Participant</i> or contracted by the <i>Participant</i> . In the case of the latter, contract status and qualifications of the CWI must be demonstrable.
RU10	The <i>Participant</i> must demonstrate that its Quality Control Inspector(s) (QCI) are qualified per current ANSI/AISC 360 <i>Specification for Structural Steel Buildings</i> Section N4. These qualifications must be stated by the participant in its quality management system including experience and training requirements.
RU11	<p>The <i>Participant</i> is required to have work in the shop at the time of the site audit that can be used to demonstrate compliance with the provisions of the <i>Standard</i> including work described in the AISC 303 <i>Code of Standard Practice for Steel Buildings and Bridges</i> Section 2.1 or work of equivalent complexity as determined by the auditor.</p> <p>When the <i>Participant</i> does not have contracted structural work in-house at the time of the site audit the need and scope of the mock exercises shall be agreed upon between the assigned auditor and the <i>Participant</i> prior to the site audit.</p>
RU12	<i>Participants</i> must perform a bolting method demonstration at each Initial Certification (INIT) and Full Certification Renewal (FULL) site audit. The demonstration shall



	comply with the current RCSC <i>Specification for Structural Joints Using High Strength Bolts</i> Pre-Installation Verification.
RU13	A quality manual, documented procedures and records as described in the <i>Standard</i> Section/Element 5.6.2 shall be submitted for review with all initial certification (INIT), and made available upon request.
RU14	Prior to the site audit, the <i>Participant</i> must complete an internal audit and internal audit report in accordance with the <i>Standard</i> Section/Element 19 and it must include any endorsements. The <i>Participant</i> must have performed its management review prior to the site audit. Records of the internal audit and management review must include evidence of when these activities took place, the person(s) performing the audit/review and evidence that all provisions of the <i>Standard</i> and <i>Requirements</i> were audited with the results. The <i>Participant</i> may perform a single audit or perform several audits throughout the year, as long as, all provisions of the <i>Standard</i> and <i>Requirements</i> are audited. It is preferred to use other personnel to perform the internal audit so that independence from the function being audited can be maintained.
RU15	Observers may be present during the site audit but shall not participate in or influence the audit process or the outcome of the audit, as determined by the auditor.
RU16	Interpreters must be provided by the <i>Participant</i> for the auditor’s communication during the site audit, as necessary. Interpreters must be knowledgeable of the appropriate industry terminology.
RU17	<i>Participants</i> are eligible to apply for the Sophisticated Painting Endorsement.
RU18	Falsification of records or attempts to influence the auditor or the certification process in any manner by employees or other representatives of the <i>Participant</i> deemed to be a fraud or attempted fraud on the certification process is not permitted. If this occurs at any time during the application or renewal process prior to a final determination by the Certification Review Group (CRG), the certification process will be suspended and the case referred to the CRG for determination. Any existing certifications remain valid until the CRG has made its determination.
<b>PROGRAM REGULATIONS</b>	
RG1	<i>Participants</i> will at all times abide by the AISC <i>Progressive Action Policy for Certification Complaints and Allegations (Complaint Policy)</i> and the AISC <i>Appeal Policy for Certification Determination (Appeal Policy)</i>
RG2	This certification is applicable to structural steel fabricators that produce via bolting and/or welding structural steel members for buildings and similar structures per the AISC 303 <i>Code of Standard Practice for Steel Buildings and Bridges</i> Section 2.1.
RG3	Certifications will be issued as Certified Building Fabricator. The Certificate contains



	<p>the following information:</p> <ul style="list-style-type: none"> <li>○ Name of the company holding the certification</li> <li>○ Address of the certified facility which is the address where the site audit occurs</li> <li>○ Listing of the certifications held</li> <li>○ Year and Month the certification expires</li> <li>○ Signature of AISC officer</li> <li>○ Unique identification number</li> </ul> <p>Certificates are non-transferable and only one facility address will be listed on a certificate.</p>
RG4	<p>AISC will make information concerning certification status publically available on its website. The information disclosed is company name, location, contact name, email and phone number, certifications held and status of certification.</p>
RG5	<p>A Certification Cycle consists of the following phases:</p> <ul style="list-style-type: none"> <li>○ Initial Certification (INIT) or a Full Certification Renewal (CCRF)</li> <li>○ First Continued Certification Renewal (CCR1)</li> <li>○ Second Continued Certification Renewal (CCR2)</li> </ul>
RG6	<p>Whenever there is a conflict between the <i>Requirements</i> and the <i>Standard</i>, the <i>Requirements</i> govern.</p>
RG7	<p>AISC assigns the date for all site audits. The <i>Participant</i> will be notified of the audit date via email. If at any point after the assignment, the <i>Participant</i> requests an audit date change, a rescheduling fee will be charged per the fee schedule. Site audits must be completed a minimum of 45 days prior the expiration of the <i>Participant's</i> certificate.</p>
RG8	<p>All correspondence, discussions and interviews will be conducted directly with or in the presence of the <i>Participant's</i> designated representative (normally the management representative or certification contact) Consultants may not be present during the site audit nor can they be named as a designated representative. Consultants include those who have participated in the establishment and implementation of the quality management system through activities such as preparing/producing manuals and procedures or who give specific advice, instruction or solutions towards development and implementation of the quality management system.</p>
RG9	<p>After each site audit is completed and any Corrective Action Request evidence has been reviewed, the results will be forwarded to AISC's Certification Review Group (CRG). The CRG will also be provided with the prior three year certification history and audit findings, and any complaints or allegations that have been received by AISC, to review as part of the basis for determining certification.</p>



RG10	AISC reserves the right to deny/withdraw certification to a <i>Participant</i> that fails to provide objective evidence of the ability to satisfy the requirements described in the <i>AISC Certification Program for Fabricators of Steel Buildings</i> and/or its endorsements.
RG11	AISC may choose to grant certification for less than one year if it is determined through the CRG evaluation that an additional site audit is needed to provide evidence of an effective quality management system. When this occurs, any associated costs will be assessed according to the current fee schedule for the additional site audit. AISC also reserves the right to conduct short-notice or unannounced audits, if required.
RG12	<i>Participants</i> that have their certification withdrawn/denied may appeal the decision using the AISC Appeal Policy. Certification fees will not be refunded. The <i>Participant</i> may reapply for certification six months from the date of the initial decision withdrawing or denying certification.
RG13	<i>Participants</i> that hold a current valid certificate are eligible to use and display the Certified Fabricator logo.
RG14	<i>Participants</i> are eligible to apply for other AISC certification programs and endorsements along with the Certified Building Fabricator program. Multiple fabricator certification programs and endorsements are included on a single certificate.
RG15	Changes to the certification scope require additional submittals, audits and fees. All scope changes shall be submitted to AISC for review and determination applicable requirements.
RG16	The current fee schedule is posted on the AISC website and is subject to change.