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## AISC Certification Bulletin No. 2016-01

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**Issue Date:** April 5, 2013

**Effective Date:** May 1, 2013

**Supersedes:** None

**Bulletin Title:** Current Participant Conversion to Standard Based Bridge Certification Program

**Inquiries:** [conversion@aisc.org](mailto:conversion@aisc.org)

**Applies To:**

- All Program Participants
- Current Building Fabricator Certification Program Participants
- Current Bridge Fabricator Certification Program Participants
- Current Component Manufacturer Certification Program Participants
- Current Erector Certification Program Participants

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### Bulletin Scope:

This bulletin provides the information required to convert bridge certified facilities with certification expiring in August 2013 or after to the new standard based AISC certification program for steel bridge fabricators. Conversion is mandatory for all participants.

### Governing Program Documents:

- Requirements AISC Certification Program for Steel Bridge Fabricators (found at <http://www.aisc.org/bridgerequirements>)

### Conversion Application Packet:

Participants currently certified under the AISC Erector Certification Program will receive a Conversion Application Packet (CAP) from AISC.

The CAP will be emailed to the certification contact/management representative for quality and the principal officer AISC currently has on file.

The CAP will contain the items listed below:

- Conversion application including notification of audit date
- Website link to the three new standard based levels of bridge certification
- Website link to the requirements for participant documentation submission



On the Conversion Application, participants are required to mark their current certifications and select their standard based bridge certification category. Participants that are currently certified to the Simple Bridge Checklist are strongly encouraged to convert to the standard based Simple Bridge category or the Bridge and Highway Metal Component Certification during this certification conversion cycle.

Major Bridge participants wishing to convert to the standard based Advanced Bridge category should contact AISC for more information at [conversion@aisc.org](mailto:conversion@aisc.org).

Participant’s Conversion Application Packets must be sent back to AISC in electronic format; hard copies of participant’s documents will not be accepted. The organization of submitted documents must be in 10 or less PDF files.

- Email [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org) with the email subject shall contain the facility name as shown on the application.
- Flash drive or CD sent to AISC at One East Wacker, Chicago, IL 60601 to the attention of Certification Program Engineer – Erector Conversion.
- Email [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org) with a link to a file sharing website. The email subject shall contain the facility name as shown on the application.

AISC must receive each participant’s conversion application and required documentation by the following date:

If Your Certificate Expires In	Your CAP is Due by
August 2013	May 1, 2013
September 2013	June 1, 2013
October 2013	July 1, 2013
November 2013	August 1, 2013
December 2013	August 31, 2013
January 2014	October 1, 2013
February 2014	November 1, 2013
March 2014 N	November 29, 2013
April 2014	December 30, 2013
May 2014	January 29, 2014
June 2014	March 1, 2014
July 2014	March 31, 2013

**Agreement for Certification Services:**

After AISC has received and reviewed your packet, an Agreement for Certification Services will be sent to the Management Representative for Quality that the participant listed on the conversion application and will require a principal’s signature.

The agreement defines the scope of the participant’s audit and the terms & conditions to which the participant must agree in order to proceed with the certification process. AISC reserves the right to change the participant’s certification scope, including



endorsements, if the participant is not qualified for the certification or the endorsement(s) requested in the application.

AISC must receive each participant's agreement signed by the date listed on the agreement. The agreement must be sent via email in PDF format to [erectorconversion@aisc.org](mailto:erectorconversion@aisc.org).

### **Documentation Audit:**

Concurrent with the review noted above, AISC will be conducting a documentation audit. The purpose of the documentation audit is to verify that the participant's documentation meets the current Requirements AISC Certification Program for Steel Bridge Fabricators as listed on AISC's website and to verify that the participant meets the requirements for the level to which it is applying.

If a participant meets the requirements for the level for which it is applying, then the agreement will remain with the original scope listed and the site audit will be conducted to that level. Meeting the requirements of the documentation audit does not guarantee that a participant will be certified to the level marked on its application.

If a participant does not meet the requirements for the level to which it is applying, then a revised agreement will be sent reflecting an adjusted certification level.

### **Site Audit:**

All site audits for participants converting to the standard based bridge program shall be Full Audits addressing all elements of the standard and all program requirements.

### **Certificates:**

Certificates issued shall have one of the dual notations listed below in order to assist Specifiers and Departments of Transportation during the conversion:

- Advanced Bridges (Major Bridge)
- Intermediate Bridges (Major Bridge)
- Simple Bridge