

AMERICAN INSTITUTE OF STEEL CONSTRUCTION

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www.aisc.org



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Bulletin Title:	Shifting of Participants' Auditing Window
Inquiries:	certification@aisc.org
To:	All Program Participants

This bulletin describes how AISC Certification site audits are scheduled and includes the 2018 and 2019 Audit Schedules.

An experience, common to all AISC certified companies, is receipt of your annual invoice, which includes your renewal site audit date. This date, set by the QMC auditor, is scheduled to fall within a window of time, called the **audit window**.

What is an Audit Window? - It is the timeframe, set by AISC, during which a company's annual site audit is to occur. The audit window is tied to certificate expiration and begins about 120 days before certificate expiration and concludes about 90 days before certificate expiration.

Conducting the site audit during the audit window allows for:

- **Bundling** of audits
- Sufficient time for the company to resolve any Corrective Action Requests (CARs)
- A rigorous review process, including audit accuracy and compliance
- A review of the previous two years of audit history
- A review of all findings by the AISC Certification Review Group - who issues the final determination for certification

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What is bundling? - It is the process of combining two or more audits into one audit package allowing one auditor to conduct multiple audits in the same geographical area during the same week. Bundling minimizes travel and other auditing costs and keeps certification fees low.

You may have wondered why AISC charges a fee when a company wants to reschedule an audit. The fee is to recover the additional costs incurred when the audit package is broken to accommodate the re-schedule.

To help you plan for your 2018 and 2019 audits, the Certification Department is publishing the following audit schedules. Though the vast majority of audits will follow this schedule, there will be situations where the audit date will fall outside of the audit window, such as if there is a change in audit scope, a reschedule of the audit date, or a change in auditor's availability.

Please contact AISC Certification at certification@aisc.org or 312.670.7520 with any questions.

Audit Windows

2018		
Certificate Expiration	Audit Window Start Date	Audit Window End Date
January	10/2/2017	11/3/2017
February	11/6/2017	12/1/2017
March	12/4/2017	12/29/2017
April	1/2/2018	2/2/2018
May	2/5/2018	3/2/2018
June	3/5/2018	3/30/2018
July	4/2/2018	5/4/2018
August	5/7/2018	6/1/2018
September	6/4/2018	6/29/2018
October	7/2/2018	8/3/2018
November	8/6/2018	8/31/2018
December	9/4/2018	9/28/2018

2019		
Certificate Expiration	Audit Window Start Date	Audit Window End Date
January	10/1/2018	10/26/2018
February	10/29/2018	11/30/2019
March	12/3/2018	12/28/2019
April	1/2/2019	2/1/2019
May	2/4/2019	3/1/2019
June	3/4/2019	3/29/2019
July	4/1/2019	5/3/2019
August	5/6/2019	5/31/2019
September	6/3/2019	6/28/2019
October	7/1/2019	8/2/2019
November	8/5/2019	8/30/2019
December	9/2/2019	10/4/2019