



Application Document Submittal for the Erector Certification Program

Please submit the following through electronic media. Maximum file size shall not exceed 20 MB:

- A copy of your Quality Manual and the documented procedures as outlined in Sections 5 through 19 of the *Standard for Structural Steel Erectors AISC 206-13 (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.**

This document references the *AISC Certification Program Requirements for Erectors of Structural Steel (Erector Program Requirements)* and the *ANSI/AISC 360-16 Specification for Structural Steel Buildings*.

Documents Required to be Submitted	✓
<p>Waiver and Indemnity Agreement A blank form can be downloaded from the aisc.org website.</p>	
<p>Insurance 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.</p>	
<p>Erection Company Safety Records Provide the following records for the three-year period immediately preceding the date of application:</p> <ul style="list-style-type: none"> • The company's Workers' Compensation experience modification factor, • The OSHA Recordable Incidence Rate. • The OSHA Lost Workday Incidence Rate. 	
<p>Project Listing Provide a list of projects showing the last twenty-five (25) projects, or the last three years of completed projects, whichever is shorter. The list must include:</p> <ul style="list-style-type: none"> • The project name and contract number • The Owner's name • Approximate tonnage and person-hours, and • A brief description of work performed (for example: four story beam and column office building, simple, non-continuous beam span highway overpass, etc.) <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>The applicant will also be required to provide a list of <i>current</i> projects as part of the initial and subsequent annual onsite audits to aid the onsite auditor in selecting erection sites to visit.</p>	
<p>Organizational Chart An organizational chart showing all key personnel positions that affect quality, including Quality Assurance and Quality Management 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 Element 5.6.2 of the <i>Standard</i>.</p>	



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Job/Position Descriptions Descriptions must define reporting responsibilities, position responsibilities and authorities related to the quality management system. Include the qualifications required and describe the abilities necessary to successfully perform the functions assigned to the description. Refer to Element 5.6.2 of the <i>Standard</i> . Include descriptions for Quality Control Inspectors as defined in ANSI/AISC 360-16.		
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 in the specific project types typically erected by this applicant. Include the management of purchasing, quality control and the key individual responsible for the quality management system (Management Representative for Quality). Refer to Element 5.6.2 of the <i>Standard</i> . Include biographical information for Quality Control Inspectors (QCI) as defined in <i>ANSI/AISC 360-16</i> .		
Internal Audit A record of an internal audit <u>that has been conducted</u> , showing that all elements 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. Refer to Element 19 of the <i>Standard</i> .		
Record of a Management Review Meeting A record of a management review meeting <u>that has been conducted</u> , addressing at a minimum, the requirements of Element 5.2 of the <i>Standard</i> and RU13 of the <i>Program Requirements</i> .		
Quality Policy A written quality policy statement describing company policy, quality goals, a commitment to meet contract requirements, and training. Refer to Element 5.1 of the <i>Standard</i> .		
Quality Goals Written, measurable quality goals. Refer to Element 5.1 of the <i>Standard</i> .		
Safety Policy A written safety policy statement describing safety goals, and commitment to meet federal/state safety requirements, and safety training. Refer to Element 5.2 of the <i>Standard</i> .		
Safety Goals Written, measurable quality goals. Refer to Element 5.2 of the <i>Standard</i> .		
Quality System Procedures Required to be Submitted		
Refer to Section 4 of the <i>Standard</i> for the definition and requirements of a documented procedure.		
Standard Element No.	Title	✓
6	Construction Document Review and Communication	
8	Control of Documents	
8.2.2	Revision Control	
9	Control of Quality Records	



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10	Purchasing	
10.2	Selection of Subcontractors and Suppliers	
11	Material Identification	
12	Erection Process Control	
12.1	<p>Welding Documented procedures for welding shall meet the requirements of AWS and the approved construction documents and referenced standards.</p> <p><u>Please submit:</u></p> <ul style="list-style-type: none"> • At least one current Welding Procedure Specification (WPS) in accordance with AWS D1.1, and if required, a supporting Procedure Qualification Record (PQR) • At least one current Welder or Welding Operator Qualification Record (WQR) in accordance with AWS D1.1 	
12.2	<p>Bolt Installation A documented procedure that meets the requirements of the <i>RCSC Specification for Structural Joints Using High-Strength Bolts</i>, including bolt testing. (Pre-Installation Verification)</p>	
13	<p>Inspection A documented procedure for inspection activities that is consistent with Chapter N of the <i>ANSI/AISC 360-16 AISC Specification for Structural Steel Buildings</i>.</p>	
14	<p>Calibration of Inspection Measuring and Test Equipment A documented procedure for calibration of inspection, measuring and testing equipment.</p>	
15	<p>Control of Nonconformances A documented procedure to identify and control nonconformances for Nonconforming Work and Nonconformance with the Quality Management System.</p>	
16	<p>Corrective Action A documented procedure for corrective action.</p>	
Standard Element No.	Safety Management System (SMS) Documents Required to be Submitted	
20.1.1	<p>Safety Manual A safety manual that includes the following information in 20.1.1(a) thru 20.1.1 (k):</p>	
20.1.1(a)	Safety policy statement	
20.1.1(b)	Identification of individual responsible for the SMS	
20.1.1(c)	Safety and health inspections	
20.1.1(d)	Incident investigation	
20.1.1(e)	Hazard and prevention control	
20.1.1(f)	Safety and health training	
20.1.1(g)	Personal Protective Equipment	
20.1.1(h)	Hazard communication	



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20.1.1(i)	Lockout/tag out procedure	
20.1.1(j)	Respiratory protection	
20.1.1(k)	Fall protection	
20.1.2	Erection Plan Example An erection plan example that includes Elements 20.1.2 (a) through (v) of the <i>Standard</i> .	
20.1.3	Safety Plan Example A safety plan example that includes Elements 20.1.3 (a) through (j) of the <i>Standard</i> .	
20.2	Safety Training Records Safety training records that include: <ul style="list-style-type: none"> • Initial safety orientation training • Weekly safety training talks Training shall include the applicable OSHA 1926 requirements	
Standard Element No.	Additional Submittal Requirements for Metal Deck Installation Endorsement Refer to AISC 206-13 (the <i>Standard</i>) and <i>ANSI/ SDI QA/QC Standard for Quality Control and Quality Assurance for Installation of Steel Deck</i>	
3.3	Instructions for Metal Deck Installation Instructions for metal deck installation that meets the requirements of <i>ANSI/ SDI QA/QC Standard for Quality Control and Quality Assurance for Installation of Steel Deck</i> .	
12.1	Welding Procedure Specifications, Procedure Qualification Records, and Welder Qualification Records A documented procedure describing the plan for welding metal deck that includes: <ul style="list-style-type: none"> • An approved Welding Procedure Specification (WPS) and a corresponding Procedure Qualification Record (PQR) in accordance with AWS D1.3. • Current Welder Qualification Record (WQR) in accordance with AWS D1.3. 	
Reference Section No.	Additional Submittal Requirements for Seismic Endorsement Refer to <i>Seismic Provisions for Structural Steel Buildings ANSI/AISC 341-16 2016</i>	
12.1	Protected Zone Procedure A documented procedure describing the plan to meet Protected Zone requirements in AISC 341-16 and AISC 358-16.	
12.2	Bolted Joint Procedure A documented procedure describing the plan to meet the bolted joint requirements in AISC 341-16, D2.2(d)	



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12.3	<p>Welded Joint Procedure A documented procedure describing the plan for welding seismic joints that includes:</p> <ul style="list-style-type: none"> • An approved Welding Procedure Specification (WPS) and a corresponding Procedure Qualification Record (PQR) in accordance with AWS D1.8. • Current Welder Qualification Record (WQR) in accordance with AWS D1.8. 	
Standard Element No.	<p>Additional Submittal Requirements for Bridge Erection Endorsement Refer to AISC 206-13 (the <i>Standard</i>) and AWS D1.5 – <i>Bridge Welding Code</i>.</p>	✓
12.1	<p>Procedure Qualification Records (PQR), Welding Procedure Specification (WPS) and Welder Qualification Records (WQR) A documented procedure describing the plan for welding on bridge structures that includes:</p> <ul style="list-style-type: none"> • An approved Welding Procedure Specification (WPS) and a corresponding Procedure Qualification Record (PQR) in accordance with AWS D1.5. • Current Welder Qualification Record (WQR) in accordance with AWS D1.5. 	

Checklist to be completed by Management Representative / Certification Contact

_____ Date _____
 (Print name) (Signature)