



## Certification Program Requirements for Erectors of Structural Steel

This document (hereinafter referred to as the *Requirements*) governs the AISC Certification Program for Structural Steel Erectors (hereinafter referred to as the *Program*). All applicants and continuing participants (both are hereinafter referred to as the *Participant*) are required to have available and comply with these *requirements*. This *program* uses the AISC *Certification Program for Structural Steel Erectors - Standard for Structural Steel Erectors - 2013* (hereinafter referred to as *Standard*) as a normative document.

### PROGRAM RULES

- RU1 Program Rules are included in the site audit and a nonconformance would result in a Corrective Action Request being issued by the auditor.
- RU2 Along with full payment of fees, Participants must annually submit 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 they must submit a Reciprocal Indemnity Agreement every three years.
- RU3 To ensure that the site audit maintains impartiality and avoid any conflicts of interest, *participants* 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 *participant* within the previous five years. If either conflict of interest exists with the assigned auditor, the *participant* 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 *participant*. If notification is not received within this time frame, the audit reassignment will be at the *participant's* expense.
- RU4 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 *participant* is required, within 30 days of the change, to complete the *Key Variables Change* form on the AISC website to inform AISC of changes to any of the following:

Facility: Company name, company address, mailing address, and ownership

Contacts: The names, telephone, and email of the following designated individuals

- Principal Officer



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- Marketing Representative
- Certification Contact
- Accounts Payable

While positions identified above may be combined, a minimum of three separate email contacts for a *participant* is required.

RU5 All documents required for the certification program application and review process are to be submitted by the *participant* in English.

RU6 *Standard Section/Element 3* is clarified and modified by the following:

- All references must be in English

Provisions of Section/Element 3 not modified above remain in effect.

RU7 The *participant* will be audited and evaluated to ensure compliance with the current AWS D1.1/D1.1M *Structural Welding Code - Steel* regardless if this is required by the sampled contracts and specifications.

RU8 All personnel involved in the quality management system and safety management system may be either employees of the *participant* or contracted by the *participant*. In the case of the latter, contract status and qualifications must be demonstrable.

RU9 When required, Certified Welding Inspectors (CWI) may be an employee of the *participant* or contracted by the *participant*. In the case of the latter, contract status and qualifications of the CWI must be demonstrable.

RU10 The *participant* must demonstrate that its Quality Control Inspector(s) (QCI) are qualified per current ANSI/AISC 360 *Specification for Structural Steel Buildings* Section N4. These qualifications must be stated by the participant in its quality management system including experience and training requirements.

RU11 *Participants* must perform a bolting method demonstration at each site audit. The demonstration shall comply with the current RCSC *Specification for Structural Joints Using High Strength Bolts* Pre-Installation Verification.

RU12 A quality manual, safety manual, documented procedures and records as described in the *Standard Sections/Elements 5.6.2 and 5.7* shall be submitted for review with all initial certification (INIT), and made available upon request.

RU13 Prior to the site audit, the *participant* must complete an internal audit and internal audit report in accordance with the *Standard Section/Element 19* and it must include



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any endorsements. The *participant* 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 *standard* and *requirements* were audited with the results. The *participant* may perform a single audit or perform several audits throughout the year, as long as, all provisions of the *standard* and *requirements* 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.

- RU14 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.
- RU15 Interpreters must be provided by the *participant* for the auditor's communication during the site audit, as necessary. Interpreters must be knowledgeable of the appropriate industry terminology.
- RU16 *Participants* of this program are eligible to apply for the following endorsements:
- Seismic Erection (*Standard* Section/Element 3.2)
  - Metal Deck Installation (*Standard* Section/Element 3.3)
  - Bridge Erection (*Standard* Section/Element 3.4)
- RU17 Falsification of records or attempts to influence the auditor or the certification process in any manner by employees or other representatives of the *participant* 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.
- RU18 The *participant* is required to have an active job site in the United States of America and complying with US Dept of Labor Occupational Safety and Health Administration (OSHA) 1926 at the time of the site audit that can be used to demonstrate ability to meet these *requirements* including work described in the AISC *Code of Standard Practice for Steel Buildings and Bridges* Clause 2.1 or work of equivalent complexity as determined by the auditor.

An active job site is where the minimum following activities are occurring during the site audit:

- Connecting of steel elements via welding and/or bolting
- QCI inspection
- Execution of site-specific quality and safety plan



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- Material handling

- RU19 As used in these *requirements* and in the *standard*, the words “shall, must or will” denote a mandatory requirement. The word “should , could or might” denotes a guideline or recommendation. The word “can or may” denotes an opportunity to make a choice.
- RU20 *Standard* Section/Element 10.4: Customer supplied materials needs to only be verified against the receiving documents. Verification to contract documents is the customer’s responsibility.
- RU21 *Standard* Section/Element 20.1.3: The safety plan shall include a list of all hazardous materials brought to the site by the erector with applicable SDS. The safety plan shall also include where all site hazardous material SDS can be reviewed.
- RU22 *Standard* Section/Element 20.1.3: The project safety plan may be combined with the erection plan regardless of the format used for the erection plan.

### For Participants of Seismic Erection

- RU23 *Participants* shall develop documented procedure(s) for the erection of seismic elements of the structural frame per *Standard* Section/Element 12.
- RU24 *Participants* shall have available the current edition, in English, and demonstrate their ability to work to, and meet the requirements of the following normative documents:  
*ANSI/AISC 341 - Seismic Provisions for Structural Steel Buildings*  
*ANSI/AISC 358 - Prequalified Connections for Special and Intermediate Steel Moment Frames for Seismic Applications*  
*AWS D1.8/D1.8M Structural Welding Code - Seismic Supplement*
- RU25 If an active job site with seismic connections is not available at the time of the site audit, mock exercises shall be used to demonstrate capabilities unless records are available for a seismic connection project completed within the past two years.
- RU26 *Participants* shall maintain the following documents for Demand Critical welds in compliance with *AWS D1.8/D1.8M Structural Welding Code - Seismic Supplement* and have them available for review during each site audit.
1. at least one Welding Procedure Specification (WPS)
  2. a supporting Procedure Qualification Record (PQR)
  3. a Welder Performance Qualification Record (WPQR) maintained current and qualified with records of period of effectiveness



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### For Participants of Metal Deck Installation Endorsement

- RU27 *Participants* shall develop documented procedure(s) for metal deck installation per Standard Clause 12.
- RU28 *Participants* shall have available the current edition, in English, and demonstrate their ability to work to, and meet the requirements of the following normative documents:  
*ANSI/SDI QA/QC Standard for Quality Control and Quality Assurance for Installation of Steel Decking*  
*SDI COSP Code of Standard Practice*  
*AWS D1.3/D1.3M Structural Welding Code - Sheet Steel*
- RU29 *Participants* shall maintain the following documents in compliance with AWS D1.3/D1.3M *Structural Welding Code - Sheet Steel*. and have them available for review during each site audit.
1. at least one Welding Procedure Specification (WPS)
  2. a supporting Procedure Qualification Record (PQR)
  3. a Welder Performance Qualification Record (WPQR) maintained current and qualified with records of period of effectiveness
- RU30 If an active job site with metal decking installation activities is not available at the time of the site audit, mock exercises shall be used to demonstrate capabilities unless records are available for a metal decking installation project completed within the past two years.

### For Participants of Bridge Erection Endorsement

- RU31 *Participants* shall develop documented procedure(s) for the erection of steel bridges per *Standard* Section/Element 12.
- RU32 *Participants* shall have available the current edition, in English, and demonstrate their ability to work to, and meet the requirements of the following normative documents:  
*AASHTO/NSBA S10.1 Steel Bridge Erection Guide Specifications*  
*AASHTO/AWS D1.5M/D1.5 Bridge Welding Code*
- RU33 *Participants* shall maintain the following documents in compliance with *AASHTO/AWS D1.5M/D1.5 Bridge Welding Code* and have them available for review during each site audit.
1. at least one Welding Procedure Specification (WPS)
  2. a supporting Procedure Qualification Record (PQR) , when required



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3. a Welder Performance Qualification Record (WPQR) maintained current and qualified with records of period of effectiveness
- RU34 A bolt demonstration shall be required of *participants* at every initial (INIT) and full (CCRF) site audit as follows:
- A. The capability to perform and comply with RCSC Pre-Installation Verification Test.
  - B. The capability to perform and comply with Appendix D of the AASHTO/NSBA *S10.1 Steel Bridge Erection Guide Specification* for Field Rotational Capacity Testing.
- RU35 If an active job site with bridge erection activities is not available at the time of the site audit, mock exercises shall be used to demonstrate capabilities unless records are available for a bridge project completed within the past two years.

### PROGRAM REGULATIONS

- RG1 *Participants* will at all times abide by the AISC *Progressive Action Policy for Certification Complaints and Allegations (Complaint Policy)* and the AISC *Appeal Policy for Certification Determination (Appeal Policy)*
- RG2 This *program* applies to erectors of structural steel as defined by the AISC *Code of Standard Practice for Steel Buildings and Bridges* Section 2.1.
- RG3 Certifications will be issued as Certified Steel Erector. The Certificate contains the following information:
- Name of the company holding the certification
  - Address of the company being certified
  - Listing of the erector certification and endorsements held
  - Year and Month the certificate is valid through
  - Signature of an AISC officer
  - Certification number
- RG4 A *Participant's* certificate will cover their regional office(s) or operation(s) only if all of the following conditions are met:
- A. The regional office(s) or operation(s) is doing business under the same company name.
  - B. The Executive Management is the same as for the main office.
  - C. The Quality and Safety Management Systems are the same as what was



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audited for the main office and project site.

- RG5 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.
- RG6 A Certification Cycle consists of the following phases:
- Initial Certification (INIT) or a Full Certification Renewal (CCRF)
  - First Continued Certification Renewal (CCR1)
  - Second Continued Certification Renewal (CCR2)
- RG7 Whenever there is a conflict between the *requirements* and the *standard*, the *requirements* govern.
- RG8 AISC assigns the date for all site audits. The *participant* will be notified of the audit date via email. If at any point after the assignment, the *participant* 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 *participant's* certificate.
- RG9 All correspondence, discussions and interviews will be conducted directly with or in the presence of the *participant's* 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.
- RG10 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.
- RG11 AISC reserves the right to deny/withdraw certification to a *participant* that fails to provide objective evidence of the ability to satisfy the requirements described in the *program* and/or its endorsements.



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- RG12 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.
- RG13 *Participants* that have their certification withdrawn/denied may appeal the decision using the AISC Appeal Policy. Certification fees will not be refunded. The *participant* may reapply for certification six months from the date of the initial decision withdrawing or denying certification.
- RG14 *Participants* that hold a current valid certificate are eligible to use and display the Certified Steel Erector logo.
- RG15 *Participants* are eligible to apply for other AISC certification programs and endorsements along with this *program*. Fabricator certification programs and endorsements are included on a separate certificate and may be audited separately.
- RG16 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.
- RG17 The current fee schedule is posted on the AISC website and is subject to change.
- RG18 All applicants of this Program must submit an application, eligibility requirements, payment and all documents required by the Prerequisites Submittal Requirements for the Erector Certification Program.