



Program Requirements for AISC Certified Erectors of Structural Steel

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This document provides the Administrative Rules and Technical Regulations that govern the AISC Certification Program for Structural Steel Erection. All participants and new applicants will be held to these Requirements and the *AISC Certification Program for Structural Steel Erectors (Standard)*. When there is a conflict between these Requirements and the Standard, this document will prevail for the AISC Structural Steel Erection Certification Program. When a Rule or Requirement is not met an applicant, they may fail to progress forward in the application process. If a Rule or Requirement is not met by a participant a Corrective Action Request will be issued.

1. All applicants and participants, hereinafter referred to as participant are required to comply with these Rules and Requirements, the *AISC Certification Program for Structural Steel Erectors (Standard)*, the AISC Progressive Action Policy for Certification Complaints and Allegations (*Complaint Policy*), and the AISC Appeal Policy for Certification Determination (*Appeal Policy*) in effect at the time of the audit.
2. This Program issues certifications as Certified Steel Erector.
3. The endorsements listed below will be available to participants.
 - a. Seismic Erection Endorsement (*Standard* section 3.2)
 - b. Metal Deck Installation Endorsement (*Standard* section 3.3)
 - c. Bridge Erection Endorsement (See 4 below)
4. The requirements for the bridge erection endorsement are contained in section 3.4 of the Standard and AASHTO/NSBA Steel Bridge Erection Guide Specification.
5. An application, program fees, documentation audit and site audit are all mandatory requirements. Participants must 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 Waiver of Indemnity Agreement annually.
6. A Certification Cycle is as follows:
 - a. Initial Certification (INIT)/ or a Full Certification Renewal (FULL)
 - b. First Continued Certification Renewal (CCR1)
 - c. Second Continued Certification Renewal (CCR2)
7. This Certification Program applies to erectors of structural steel as defined by the AISC Code of Standard Practice.



8. The functions of structural steel erection include the following: project planning, material receipt, hoisting, alignment, final connection (bolting and welding), safety, and project records.
9. Participants that are not performing at least 3 job site functions identified in requirement 8 during the site audit shall perform mock exercises to demonstrate their capabilities. Mock exercises may only be performed for a particular function if mock exercises were not performed for that same function at the previous company site audit for the company. This requirement does not waive the erector from doing these functions. It just allows for mock exercises when they are not being performed on the exact day that the onsite audit is being performed.
10. Participants must have an active job-site in the United States of America that can be visited to conduct the site audit.
11. All participants are required to submit a quality and safety manual that includes all required procedures and records per sections 5.6.2 and 20.1.1 of the Standard. This manual(s) shall be submitted at the initial application. The manual(s) must be available for a documentation audit at every FULL audit. AISC also reserves the right to request that a participant submit these documents for review at any time during a participant's Certification Cycle and during any audit. AISC does not prescribe the format of the participants Quality and Safety Manuals.
12. The participant must demonstrate that its QCI (as defined in Chapter N in ANSI/AISC 360 - 2010) are qualified per all applicable codes for erection functions. All QCI qualifications, experience and training requirements must be defined in the participant's quality manual.
13. All quality and safety employees of the participant may be permanent employees of the participant or a contractor. In the case of the latter, contract status of the employee must be demonstrable.
14. A bolt demonstration will be required of participants at every initial and full on-site audit as follows:
 - a. For general erection the demonstration shall comply with RCSC Pre-Installation Verification
 - b. Participants seeking the bridge endorsement shall additionally comply with Appendix D of the AASHTO/NSBA Steel Bridge Erection Guide Specification for Rotational Capacity Testing.
15. Initial applicants must complete a full internal audit in accordance with this Standard with the resulting findings and corrective actions completed prior to the site audit. The participant must also perform their management review per element 5.3 of the Standard prior to the site audit. Full documentation of the



audit(s) must be submitted showing when the audit(s) took place, the person(s) performing the audit(s) and all of the elements/requirements audited and the associated results. Full management review meeting minutes showing all requirements discussed and action taken along with a completed sign-in list must be submitted.

16. A continuing participant must complete a full internal audit in accordance with the Standard a minimum of 90 days prior to their certificate expiring. The participant must perform their management review per section 5.3 of the Standard prior to the site audit. Full documentation of the audit(s) must be submitted showing when the audit(s) took place, the person(s) performing the audit(s) and all of the requirements audited and the associated results. Full meeting minutes showing all requirements discussed and action taken along with a completed sign-in list must be submitted. The participant may perform one comprehensive audit for all the audit requirements or perform several audits each with partial scope of the audit requirements throughout the year.
17. AISC selects the date for all certification site audits. The participant will then be notified of the audit date. Rescheduled audits will be charged a rescheduling fee and must be completed within 90 days of the initial AISC date.
18. Participants must notify AISC Certification of any potential conflict of interest with the assigned auditor within 5 business days of receiving notice of their auditor, so that the audit can be reassigned. If this does not occur, the audit will be rescheduled at the participant's expense.
19. After each site audit is completed and resulting Corrective Action Requests have been addressed, the participant's file, which includes audit results and trends, will be reviewed by AISC's Certification Review Group (CRG) along with any evidence, complaints and/or allegations that AISC has received. AISC reserves the right to deny certification to a participant based on this review process. Certification reviews that are not final by the CRG may not be appealed by the participant.
20. The AISC Certification Review Group may choose to grant certification to a participant for six months if it is determined through the Certification Review Group's evaluation that an additional audit (documentation or site) is required. An additional audit may be requested but is not limited to when the CRG requires on-site verification that a corrective action request has been addressed and effectively implemented. The cost of the additional audit will be borne by the participant.
21. Participants that are denied certification may not re-apply to the AISC Certification program prior to six months from the last site audit date. Certification fees will not be refunded for denial of certification.



22. Any finding of falsification of records or procedures will trigger an immediate suspension of the certification process.
23. During the application and renewal process including but not limited to the administration/application review, documentation audit, and site audit, all correspondence, discussions and interviews will be conducted solely and directly with the participant. Observers may be present but shall not influence the audit process or the outcome as determined by the auditor.
24. All documents required for the certification program application and renewal process are required to be submitted electronically by the participant in English. Documents including the application must be submitted in a total of 10 or less PDF files. These files can either be emailed to application@aisc.org or sent on a flash drive to the address listed below. Hard copies will not be accepted for any certification process:

AISC Erector Certification Program
One East Wacker Drive, Suite 700
Chicago, IL 60601

25. Interpreters must be provided by the participant for the auditors' communication when necessary during the site audit. The interpreters must also be knowledgeable of appropriate industry terminology.
26. An erector's certificate will cover their regional office or operations only if all of the following conditions are met:
 - a. The regional office or operation 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 audited for the main office and project site.
27. AISC must be notified within 30 days when any of the following information is changed: ownership, representative for quality, representative for safety, principle officer, company address, company mailing address, company regional office address, website contact and accounts payable. Notification is to occur through AISC Certification's online form. This form can be found at www.aisc.org/certification. The participant's AISC valid unique ID must be included with the submission. All changes are subject to AISC Certification review, and may result in additional audit or certification activities including withdrawal of certification at participant's expense.
28. During a participant's certification cycle company information will be posted by AISC as it relates to the certifications and endorsements (scope) held by a



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- participant and status of their certification. This includes renewed, suspended, withdrawn, and reduced scope and duration certifications.
29. Participants can submit a scope change application at any time during their certification cycle. Once a completed scope change application is submitted (including application, required prerequisites and payment), participant must go through an administrative review, documentation audit and site audit. Additional audits for the scope change shall be at the participant's expense and will be a FULL audit scope.
 30. Participants are required to submit the following company safety records: Workers' Compensation experience modification factor, the OSHA Recordable Incident Rate and the OSHA Lost Work Day Incident Rate. These shall be submitted with the initial application and at every FULL audit.