



CERTIFICATION PROGRAMS

Supplemental Requirements for NYC Buildings Approved Steel Fabricators Program

Background

NYC's Office of Technical Certification and Research (OTCR) published the [Building Bulletin 2011-009](#) and defined the criteria for the Approved Fabricator List. Being a part of their Approved List allows a fabricator to perform code-required special inspections instead of having them performed by outside, third-party inspectors - thus saving an owner time, coordination, and money.

Scope

This document (hereinafter referred to as *Supplements*) defines the additional requirements for a fabricator to meet Sections C.1.a & D.2.b of the BB 2011-009. The sections below (hereinafter referred to as the *Program*) outline how AISC assists with meeting the OTCR requirements.

The Office of Technical Certifications and Research makes the final determination and approval for their list of [Approved Fabricators \(December 2023\)](#).

Section 1 Before Your Audit

- NY1.1 All Participants must maintain an AISC Certified Building Fabricator certificate in good standing.
- NY1.2 Participants must submit a signed copy of the AISC Certification Special Agency (NYC) Audit Program Agreement. This agreement is acceptable for a three-year cycle.
- NY1.3 The *Standard for Certification Programs (AISC 207)* (hereinafter referred to as the *Standard*) is the primary normative document for all certification programs. Whenever there is a conflict between the *Supplements* and the *Standard*, the *Supplements* shall govern.
- NY1.4 *Standard* Chapter 1 (General Requirements) and Chapter 2 (Building Fabricator Requirements) apply to this *Program*.
- NY1.5 This program is voluntary and requires the performance of two unannounced audits to be performed each calendar year, as noted in Section D.2.b of BB 2011-009. These unannounced audits are in addition to the AISC Certification renewal audit. Satisfactory results for each audit are necessary to maintain approval for participation in this *Program*.
- NY1.6 The invoice for the unannounced audits will be sent annually. The Invoice must be paid before the performance of the unannounced audits. Failure to pay the invoice by the due date listed on the invoice will result in immediate removal from the *Program*.

If a participant in the *Program* withdraws during the annual cycle, they will be removed



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from the *Program*. Fees are non-refundable.

- NY1.7 Failure to maintain AISC Certified Building Fabricator certification, which could result from failing an audit, non-payment, or other AISC Certification Review Group decision, will result in removal from the *Program*. Fees are non-refundable.
- NY1.8 If a participant desires to withdraw from the *Program*, they must notify AISC Certification via email at certification@aisc.org.
- NY1.9 In each situation of 1.6 through 1.8, the Office of Technical Certifications and Research will be notified by AISC that the participant is no longer meeting Section C.1.a of the BB 2011-009 and should be removed from the Approved Fabricator List.
- NY1.10 Unannounced audits may be conducted remotely via Zoom Meetings at the discretion of AISC due to travel restrictions as listed on the US Department of State as level 3 or 4.

Section 2 During Your Audit

- NY2.1 The Quality Management System (QMS) that this *Program* applies to will be audited. Sample jobs/contracts of structural steel work meeting the scope of their certification will be used to demonstrate capability to meet the *Program* regardless of whether the job/contract requires a NYC Buildings Approved Steel Fabricator.
- NY2.2 Participants will be audited and evaluated to ensure compliance with the current AWS D1.1/D1.1M, *Structural Welding Code-Steel*, regardless of whether this is required by the sampled contracts and specifications. Participants shall maintain the following documents in compliance with AWS D1.1/D1.1M, *Structural Welding Code-Steel* and have them available for review during each audit:
- At least one representative Welding Procedure Specification (WPS)
 - At least one supporting Procedure Qualification Record
 - At least one Welder Qualification Test Record (WQTR) (when required) maintained current and qualified with records of period of effectiveness
- NY2.3 Participants must demonstrate that their Quality Control Inspector(s) (QCI) is/are qualified per current ANSI/AISC 360 *Specification for Structural Steel Buildings* Section N4. These qualifications must be stated by the Participant/Applicant in its quality management system, including experience and training requirements.

Section 3 After Your Audit

- NY3.1 Section 6 of the AISC *Governing Requirements for Certification Programs* is followed for any corrective action requests that may have been issued during this audit.



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Failure to respond to the corrective action requests by the due dates provided or failure to satisfactorily complete the review process, will result in removal from the *Program*.

- NY3.2 Effectiveness of any corrective actions requests issued during an unannounced audit will be verified during the next unannounced audit.
- NY3.3 Section 7 of the AISC *Governing Requirements for Certification Programs* is followed for program determinations.