



## Prerequisites Submittal Requirements for the AISC Certification Program Hydraulic Structure Fabricators

**(Refer to and use the *AISC Certification Program Requirements for Fabricators of Hydraulic Structures* when working on your documentation submittal outlined in this document.)**

Documents	✓
<p><b>Organizational Chart</b> Submit an organizational chart showing all key personnel positions that affect quality. All supervisory position titles must be shown. The titles must match titles used in the biographical information required below. The chart must show formal reporting relationships and informational (dotted line) relationships between positions, which pertain to quality.</p>	
<p><b>Job/Position Descriptions</b> Descriptions must define reporting responsibilities, the position <u>responsibilities</u> and <u>authorities</u> 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 Section 5.6.2.1 of the <i>Standard for Steel Bridges -2011</i>.</p>	
<p><b>Biographical Information</b> The biographical data must show title(s) of the position held and 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 done by the facility. Refer to Section 5.4.1 of the <i>Standard for Steel Bridges – 2011</i>. Include the management of purchasing, detailing/engineering, fabrication processed, quality assurance, quality control and the key individual responsible for the quality management system (Management Representative for Quality).</p>	
<p><b>Internal Audit</b> A record of an internal audit that has been conducted showing that all elements of the <i>Bridge Program Requirements</i> 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 relative to the elements of the <i>AISC Certification Program Requirements for Fabricators of Hydraulic Structures</i>.</p>	
<p><b>Record of a Management Review Meeting</b> A record of a management review meeting that has been conducted prior to the onsite audit addressing at a minimum the requirements of element 5.2 of the <i>Standard for Steel Bridges – 2011</i> and the <i>AISC Certification Program Requirements for Fabricators of Hydraulic Structures</i></p>	
<p><b>Quality Policy</b> A written quality policy statement describing company policy, goals, and commitment to quality per element 5.1 of the <i>Standard for Steel Bridges – 2011</i>.</p>	
<p><b>Quality Goals</b> Written quality goals per element 5.1 of the <i>Standard for Steel Bridges – 2011</i>.</p>	
<p><b>Project List</b> Name and description of hydraulic structures that have been fabricated within the past 5 years</p>	



Documents		
<b>Quality Manual and Procedures</b>		
<p>The documented Quality Manual and the documented procedures as outlined in Sections 6 through 19 of the <i>Standard for Steel Bridges - 2011</i>. Send this in unbound hardcopy format, or (recommended) electronic media.</p> <p>Refer to Section 4 of the <i>Standard for Steel Bridges - 2011</i> for definition and requirements for a documented procedure.</p> <p>Note: Do not submit detailing standards required in element 7.1.2 of the <i>Standard for Steel Bridges – 2011</i>. They will be evaluated during the onsite audit.</p>		
Element	Title	
6	Contract and Project Specification Review and Communication	
7.1.1	Preparation of Shop and Erection Framing Drawings	
7.1.3.1	Checking Shop and Erection Framing Drawings	
7.1.3.2	Approval of Shop Drawings and Release for Fabrication	
7.1.3.3	Externally Supplied Shop Drawings	
8	Control of Documents and Data	
8.2	Receipt and Document of Customer Requirements	
9	Control of Quality Records	
10	Purchasing	
10.2	Selection and Evaluation of Subcontractors and Suppliers	
11	Material Identification	
11.2	Material Traceability	
12.1	<p>Procedure for welding; A procedure describing the plan for welding in the shop, not a WPS. Example: 'We will follow AWS D 1.5'</p> <p>One current sample welding procedure specification (WPS) for each process used in accordance with AASHTO/AWS D1.5 and corresponding procedure qualification record (PQR).</p> <p>One current welder qualification record (WQR) for each process used.</p>	
12.2	Bolt Installation including reference to the latest version of the RCSC Specification, and bolt testing.	
12.3	Material Prep for Applications of Coatings	
12.4	Coating Application	
12.5	Equipment Maintenance	
13	Inspection and Testing	
14	Control of Inspection, Measuring and Test Equipment	
15	Control of Non-conformances	
16	Corrective Action	
18	Sample of training record and training program for Fracture Critical work.	



F5.6.2.1	A fracture Control Plan per AWS D1.5 clause 12	
F10.1	The Purchasing procedure must include identifying fracture critical material on purchasing documents.	
F11.2	The Purchasing procedure must include traceability of fracture critical material.	
F12.1	A current Fracture critical PQR and WPS, and welder qualification record	
F13.2	The procedure for inspection of fracture critical welds	
F15.2	The nonconformance procedure describing the repair of fracture critical welds	