
Quality Management Company, LLC
One East Wacker Drive, suite 700
CHICAGO, IL 60601-2000
312-670-7520 Main

Documentation Requirements for the AISC Standard for Steel Building Structures certification for Initial/Full audit

AISC Certification Application Form

Submit a completed AISC Certification application form even when you are renewing your certification each year. The information must be up-to-date and include any special circumstances such as, visiting multiple facilities in order to complete the audit.

Job/Position Descriptions

Descriptions must define reporting responsibilities, the 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.

Biographical Information

The biographical data must show title(s) of the position held and that title must match a title on the organization chart or company 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 company.

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).

WPS and Welder Qualifications

One current sample welding procedure specification (WPS) for each process used and procedure qualification record (PQR) (See AISC audit policy #2)

One current welder qualification record (WQR) for each process used. (See AISC audit policy #2).

structural steel: the material of choice

www.qmconline.com

Quality Management Company, LLC
One East Wacker Drive, suite 700
CHICAGO, IL 60601-2000
312-670-7520 Main

Quality Manual and Procedures

The documented Quality Manual and the documented procedures as outlined in Element 6 through 16 of the Building Standard. Send this in unbound hardcopy format, or (recommended) electronic media.

Note: Do not submit detailing standards (will be evaluated during the onsite audit)

Internal Audit

A free form statement or record of an internal audit that has been conducted showing that all elements of the Standard have been evaluated. Examples might include a checklist of questions referencing all the requirements of the Standard, audit schedules with a record of completion or written evaluations of each element of the Standard. The format for this record is not restricted and can be any system or form that allows your company an effective means to evaluate the elements of the Standard.

Record of a Management Review Meeting

A record of a management review meeting that has been conducted prior to the onsite audit addressing the requirements of element 5.2 of the Standard at a minimum.

Please call or e-mail Certification Administration Team if you have any questions or need further clarification about any of the items listed above.

(312) 670-7520

certinfo@qmconline.com

Please send quality management system materials to:

**Quality Management Company, LLC
Attn: Certification Administration Team
One East Wacker Drive, Suite 700
Chicago, IL 60601**

structural steel: the material of choice

www.qmconline.com