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

## Documentation Requirements for the AISC Simple Steel Bridge 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.

### **Quality Policy Statement**

A written quality policy statement describing company policy, goals, and commitment to quality.

### **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 (AWS D 1.5)**

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

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### Procedures

The documented procedures as noted in the Simple Bridge checklist, and audit policy #8:

<u>Checklist Question</u>	<u>Procedure</u>
D.2.b.7	Inspection
D.2.b.9	Bolt tightening
D.2.c.1	Non-conformance disposition
A.4.a.2	Fracture critical (if FC endorsement sought)
Audit policy 8	Material identification

### Internal Audit

A record of a self audit, using the Simple Steel Bridge checklist, signed and dated by the internal auditor(s).

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](mailto: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

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**[www.qmconline.com](http://www.qmconline.com)**

