



CERTIFICATION PROGRAMS

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Bulletin Title:	Bulletin 2020-08: International Initial Applicants Outside North America
Inquiries:	certification@aisc.org
To:	All International Initial Applicants Outside North America (all current participants see Bulletin 2020-07)

We hope that you, your family, your employees, and your community continue to stay safe.

A Temporary New Normal for You and AISC Certification

AISC has suspended all travel and in-person site audits for the foreseeable future as we work through the coronavirus pandemic. This suspension of travel affects both domestic and international applicants. We will notify you by bulletin when in-person site audits resume but for now you should assume that your application evaluation will use remote procedures.

Starting August 3, 2020, AISC will begin performing remote assessments (RA) for initial applicants outside of North America. Your RA can only be scheduled once you have successfully completed your eligibility review and documentation audit.

Your Quality Management Company (QMC) auditor will contact you to schedule your RA and provide an audit plan prior to your RA.

Your Remote Assessment

- RAs can take two or three days for RAs. Your auditor will tell you what you can expect in terms of duration.
- The auditor will use the video-conferencing platform Zoom. You can find user instructions and helpful resources on Zoom's website, and there are additional Zoom



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resources at our [Remote Assessment site](#). The auditor will contact you with the RA start time.

- If your internal security protocols forbid the use of Zoom, please inform your auditor as soon as possible.
- The RA plan you receive will include a list of documents and records that you must have available to share with the auditor electronically during the assessment. The list of documents is also available at our [Remote Assessment site](#).
- The RA will be conducted in English. You are responsible for providing a translator to assist with the audit, as needed.
- An RA does not require a virtual tour of the fabrication facility.
- Please review the AISC Certification policy regarding rescheduled site audit requests in Section 4.3.1 of the *Governing Requirements for Certification Programs* (effective June 1, 2020). This policy applies to RAs. If you have any concerns, please contact us.

Your Certification Determination

Upon successful completion of the remote assessment and approved by the Certification Review Group (CRG), you will be granted a conditional certification. You will not receive final certification or your certificate until after you've had an onsite, in-person audit. We do not currently know when in-person audits will resume. AISC Certification will issue a Bulletin when travel begins once more.

Conditional Certification

- The remote assessment findings will follow the standard path of CARs review, QMC review, AISC review, and CRG determination.
- The CRG will determine your conditional certification based on the documentation audit and remote assessment findings.
- If approved, you will receive a letter from AISC confirming your conditional certification status. AISC Certification does not issue electronic or paper certificates for conditional certification.
- Your facility will be listed on the AISC Certification website with a note that your certification status is conditional.

Final Certification

- Once AISC and QMC allow auditors to resume normal travel activity, your in-person site audit will be scheduled and conducted.
- The in-person audit findings will follow the standard path of CARs review, QMC review, AISC review, and CRG determination.
- The CRG will determine your final certification based on the in-person audit findings along with the results of the remote assessment.



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- If approved, you will receive an AISC Certificate and your status on the AISC website will change from conditional to certified. If your application is denied, you will be removed from the AISC listing of certified companies.

More Information:

- Please see our FAQ section and other resources at our [Remote Assessment site](#).
- If you have trouble with the RA related to the coronavirus pandemic, please contact AISC directly.
- If you have any other questions, please contact AISC Certification directly at certification@aisc.org or 312.670.7520