



CERTIFICATION PROGRAMS

Application Document Submittal for AISC Certification - Complex Coatings

This document submittal checklist is for the Complex Coatings Endorsement to fabricator certification programs. Endorsement eligibility requires concurrent certification(s) with any of the following AISC Certified Fabricator Programs:

- Certification Program for Building Fabricators (BU)
- Certification Program for Bridge Fabricators (SBR, IBR, ABR)
- Certification Program for Hydraulic Fabricators (HYD, HYDA)
- Certification Program for Highway Component Manufacturers (CPT)

Please submit the following via email to application@aisc.org. NOTE: Emails larger than 15MB will not come through to us; please send your files across multiple emails if they are too large:

- A copy of your Quality Manual and the documented procedures as outlined in Elements 5 through 19 of the *Certification Standard for Shop Application of Complex Protective Coating Systems SPE/QP 3 420-10 (the Standard)*.
- **A copy of this completed checklist. You must include the corresponding Procedure number, Quality Manual section number, or the Document name in the (✓) column.**

Please refer to the *Supplemental Requirements for Applicators of Complex Coatings Endorsement (CCE)*.

| Documents Required to be Submitted | ✓ |
|---|---|
| <p>Policy and Quality Goals A written policy statement describing company policy, a commitment to meeting the contract requirements and a minimum of one written quality goal related to coating operations per Element 5.1 of the <i>Standard</i>.</p> | |
| <p>Organizational Chart An organizational chart showing at a minimum, the positions that are responsible for coating preparation and application, surface preparation, coating inspection, purchasing, inventory and the management of those functions. Position titles must match those used in the biographical information required below. The chart must show formal reporting relationships and informational (dotted line) relationships between positions pertaining to quality. Refer to Element 5.4.1 of the <i>Standard</i>.</p> | |
| <p>Job/Position Descriptions Job/Position descriptions including qualifications and relevant experience required for key personnel responsible for paint application, surface preparation, and paint inspection, including positions that manage these functions. <u>Include the qualifications required in Element 5.3.1 of the <i>Standard</i></u> and describe the abilities necessary to successfully perform the functions assigned to the description. Refer to Element 5.4.2 of the <i>Standard</i>.</p> | |
| <p>Biographical Information The biographical data must show title(s) of the position held. 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. Include the management of quality assurance, quality control and the key individual responsible for the quality management system (Management Representative for Quality). Refer to Element 5.4.2 of the <i>Standard</i>.</p> | |



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| Internal Audit A record of an internal audit <u>that has been conducted</u> , showing that all elements of the Quality Management System 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 in accordance with Element 19 of the <i>Standard</i> . | | |
|---|---|---|
| Record of a Management Review Meeting A record of a management review meeting <u>that has been conducted</u> , addressing at a minimum, the criteria in Element 5.2 of the <i>Standard</i> . | | |
| Quality Manual/Quality System Procedures Required to be Submitted | | |
| Refer to Element 4 of the <i>Standard</i> for the definition and requirements for a documented procedure. | | |
| Standard Element No. | Title | ✓ |
| 7 | Coating System Communication | |
| 10.1 | Purchasing: | |
| | 10.2 Purchasing Data | |
| | 10.3 Evaluation of Subcontractors | |
| | 10.4 Qualification and Evaluation of Suppliers | |
| 12 | Procedure for Process Control that includes: | |
| | 12.1 Surface Preparation | |
| | 12.2 Coating and Mixing Application | |
| | 12.2.1 Application Records | |
| | 12.2.2 Equipment - Preventative Maintenance | |
| 13 | Inspection and Testing | |
| | 13.1 Assignment of Inspection of Surface Preparation and Application of Coating | |
| | 13.2 Inspection Records | |
| 14 | Verification of Accuracy of Inspection, Measuring, and Test Equipment | |
| 17 | Handling, Storage, and Delivery of Product and Materials | |
| 18 | Training - Initial and Continuing | |
| | 18.1 Qualification and Training of Production Personnel | |
| | 18.2 Qualification and Training of Inspection Personnel | |

Checklist to be completed by Management Representative / Certification Contact

_____ Date _____
 (Print name) (Signature)