



# CERTIFICATION PROGRAMS

## AISC Certification Special Agency (NYC) Audit Program Agreement

- For CURRENTLY certified facilities wishing to apply to the Special Agency Audit Program.
- Please note that the Special Agency Audit Program is **optional, not** a requirement. This program was established to meet the requirements of New York City's Office of Technical Certification and Research (OTCR) Approved Fabricator List, along with New York Building Code Sections 1704.3 and 2205.1. Participants must also meet the *Supplemental Requirements for NYC Buildings Approved Steel Fabricators Program (NY)*.
- You agree to at least two unannounced audits at your facility each year, which will continue if the appropriate fee is paid. These audits are in addition to your annual AISC Certification audit.
- If your AISC Certification expires or is withdrawn, your participation in this program ends. Fees are non-refundable.

### A. Facility Applying for Special Agency Audit Program:

Date \_\_\_\_\_

1. Company Name (as currently shown on certificate): \_\_\_\_\_

Unique ID Number: \_\_\_\_\_

2. Facility Address Currently Certified:

address \_\_\_\_\_

city \_\_\_\_\_ state/province \_\_\_\_\_

zip/postal code \_\_\_\_\_ country \_\_\_\_\_

3. Mailing Address (if different from Facility listed in Section A.2 above):

address \_\_\_\_\_

city \_\_\_\_\_ state/province \_\_\_\_\_

zip/postal code \_\_\_\_\_ country \_\_\_\_\_

### B. Key Personnel

Principal Contact (Print/Type Name) \_\_\_\_\_

Principal Contact (Authorized Signature) \_\_\_\_\_ Date \_\_\_\_\_

Key Personnel	Name	Email	Phone
Principal Officer (highest ranking official)			
Certification Contact (oversees Certification Program)			
Accounts Payable (main contact for Special Agency Audit Program invoices)			