



Before an audit

You will receive an invoice 30 days before the start of the audit window.

You must pay these invoices within 30 days of the invoice date. If the payment has not been received after 30 days, you will receive a reminder with an additional 15-day deadline. If payment still has not been received after 45 days, your facility will be withdrawn from the Special Agency Audit Program, and NYC's OTCR will be notified. Once payment is received, you will receive confirmation that your company is now on the scheduling request list.

You will not be informed of the audit date or the identity of the auditor until s/he arrives at your facility.

The cost per audit is as follows:

Fabricators in the U.S. - \$2,000

Fabricators in Canada or Mexico - \$3,750

Fabricators located outside North America - \$13,750

After an audit

Once your facility has successfully completed its first unannounced audit, you will receive a signed Special Inspection Exemptions Sheet that you must submit to NYC's OTCR as noted in Building Bulletin 2011-009.

If the auditor observes non-conformances with the requirements, you will need to use your Quality Management System and take corrective action. The auditor will review the effectiveness of these corrective actions at your next Special Agency Audit. Failure to initiate effective corrective action may result in removal from the Special Agency Audit Program.

How to apply

Contact AISC at certification@aisc.org or 312.670.7520 for an application.

How to get help

The AISC Certification team is always available to answer your questions at certification@aisc.org or 312.670.7520.