

## Whom do I contact if I would like to perform company quality audits for the PCI Erector Certification Program?

Anyone interested in performing company quality audits for PCI should contact PCI at [QualityPrograms@pci.org](mailto:QualityPrograms@pci.org) and provide a copy of their current resume.

## Are there certain qualifications I need to meet to be considered eligible?

To be considered, a candidate must have current certification as a PCI Certified Field Auditor (CFA) and Certified Company Auditor (CCA).

## What are the qualifications for CFA and CCA certification?

All CFA and CCA certification candidates must attend the PCI CFA and CCA Schools. Additionally, the candidate must meet the following criteria:

- CFA candidates must meet one of the following experience requirements:
  - two years of experience in the erection of precast concrete, or
  - four years of related experience.
- CCA candidates must meet the following requirements:
  - hold an active CFA certification, and
  - have two years of experience in the supervision (foreman or above) of the erection of precast concrete, or equivalent.
- Candidates must submit a completed registration with payment to PCI to attend the PCI CFA and CCA Schools. Registration also requires submitting a signed and endorsed Individual Certification Application to [QualityPrograms@pci.org](mailto:QualityPrograms@pci.org).
- Candidates must attend a PCI CFA and CCA School.
- Candidates must pass all timed CFA and CCA certification exams with a minimum score of 80%.
  - PCI MNL 127, *Erector's Manual – Standards and Guidelines for the Erection of Precast Concrete Products*, and PCI MNL 132, *Erection Safety for Precast and Prestressed Concrete*, are the study texts used for CFA and CCA certifications.
  - The exam will also include questions on PCI Policy 28, *Personnel Certification Programs*, and Policy 29, *Erector Certification Program*.

## Are there additional qualifications aside from obtaining the CFA and CCA certifications?

Yes, in addition to the CFA and CCA experience requirements, the candidate must meet the following qualifications:

- 7 years of precast concrete experience with different types of precast products. The experience should include a range of industry experience with different types of precast products.
- Must have been actively performing field audits for at least one year.

## If I meet the qualifications and notify PCI that I am interested in providing audits, what happens next?

Upon receiving notice from an interested candidate, the PCI Managing Director of Quality Programs will review the inquiry and consider whether the individual is a suitable candidate. The Director will forward the qualifications of suitable candidates to the PCI Erector Certification Committee (ECC) Chair for review and acceptance. The ECC Chair will notify PCI whether a candidate has been accepted or not, and PCI will communicate that decision to the candidate.

## What type of training is provided for new PCI company auditors?

Upon accepting an individual to perform PCI company audits, PCI will provide the following:

- contact information for the Designated Training Auditor and/or the PCI Lead Company Quality Auditor;
- PCI nondisclosure agreement, PCI impartiality agreement, and PCI conflict of interest declaration.
  - The candidate shall sign the agreements and submit them to PCI. PCI will counter-sign the agreements and return the fully executed agreement to the candidate for their records.

PCI will also provide a timeline of the next steps to complete the training process, which involve job-shadowing with a PCI Lead Company Quality Auditor or designated Training Auditor.

- PCI will try to schedule the job-shadowing in an area close to the trainee's residence to save money on travel expenses. Trainees are responsible for covering their costs for the initial audit.
- During the job-shadowing, the trainee observes demonstration of the audit procedures by the trainer/lead auditor during an actual PCI company quality audit and performs audit procedures under the supervision of the trainer/lead auditor. The PCI Lead Company Quality Auditor or a designated Training Auditor reviews the auditor's performance of conducting a PCI quality audit, including:
  - the auditor's familiarity with the principles of auditing,
  - knowledge of applicable standards and the PCI Erector Certification Program,
  - ability to record audit findings, and
  - write clear and appropriate audit reports.
- After completion of the job-shadowing audit, the PCI Lead Company Quality Auditor or designated Training Auditor will make a statement of the observed readiness and demonstration of competency of the trainee to PCI with a recommendation whether PCI shall continue the training/approval process with the candidate.

## Is there additional training after the job-shadowing audit?

If the PCI Lead Company Quality Auditor or designated Training Auditor recommends continuing the training/approval process with the auditor trainee and has stated that the trainee is ready and has demonstrated competency, then PCI will assign the new auditor their first PCI company quality audit. PCI will try to assign the first PCI company audit as soon as possible after completion of the job-shadowing audit. This audit will be conducted under the supervision of the PCI Lead Company Quality Auditor or a designated Training Auditor, who will:

- help the new auditor with any questions they may have and will ensure the new auditor's compliance to PCI audit procedures;
- verify that the new auditor applies the required knowledge and skills during the audit; and
- verify that the new auditor is competent for the range of work performed.

Following this audit, the PCI Lead Company Quality Auditor or designated Training Auditor will make a conclusive statement to PCI whether the new auditor is approved to conduct unsupervised PCI company quality audits or if additional training is required.

## Are there duties associated with the audit other than performing the actual audit at the erector's facility?

There are additional duties to be performed before and after the actual on-site audit. Pre-audit activities include:

- coordinating the schedule for the audit with the erector, within the time frames provided by PCI,
- requesting the erector's field quality audit report(s), erector's post-audit declaration(s), previous company audit report, and corrective action response from PCI,
- sending the introduction letter, establishing the date of the audit,
- receiving the project list from erector and selecting the precasters and contractors/owners to contact—a sampling from each crew leader/foreman and category of erection,
- making the appropriate travel plans and initial payment of all travel costs.

Post-audit activities include:

- Sending PCI the completed company quality audit report with a recommendation to PCI whether to continue or withhold the Erector's certification categories and/or status. (PCI will send the audit report to the erector with a notice about their certification status and categories and will request that the erector complete a corrective action response to any nonconformances cited in the audit report.)
- Reviewing and evaluating the erector's corrective action response. (The erector will submit a corrective action response to PCI within 30 days of receiving the audit report, and PCI will forward the erector's corrective action response to the auditor for review. The auditor will determine whether the erector's planned or taken corrective actions will mitigate the observed nonconformance or if additional actions are required and will communicate that evaluation to PCI.)
- Invoicing PCI for the appropriate daily audit fee and the associated travel costs, upon completion of the audit and submittal of the report. (Reimbursed expenses include coach airline ticket or own vehicle mileage at the IRS rate, rental car, gas and tolls at destination, airport parking fees, and meals. IRS limitations apply.)

## How many audits will I be assigned and how are audits assigned, once I have been approved to perform company audits?

The new auditor will communicate to PCI the approximate preferred number of audits to be assigned on an annual or quarterly basis. PCI assigns fewer audits to new auditors than to experienced auditors.

PCI takes actions to mitigate potential conflicts and familiarity issues, such as avoiding assignments to any erectors the new auditor may have identified on the declaration of conflict of interest form that was submitted to PCI. PCI also ensures that PCI Company Quality Auditors do not conduct more than two consecutive audits at an erector's facility.

PCI will monitor the new auditor's performance by reviewing audit reports and audit appraisals. If the new auditor's performance is satisfactory, then PCI will assign the new auditor more PCI company quality audits in successive year's assignments.

## Do I have some flexibility in scheduling the audits?

Yes, PCI assignments will include the erector's name, contact information, and the targeted quarter(s) within which the audit should be completed. PCI Policy 29 requires audits to be performed within 9 to 15 months from the previous company quality audit; however, erectors must have a company audit each calendar year.

Before the beginning of the calendar year following a new auditor's first set of assignments, PCI will provide the new auditor assignments on an annual basis. Assignments are typically grouped together by local region and/or similar targeted quarters to help the auditor combine travel arrangements.