



PRECAST/PRESTRESSED CONCRETE INSTITUTE POLICY STATEMENT

SUBJECT: ERECTOR CERTIFICATION PROGRAM

ORIGIN: ERECTOR CERTIFICATION COMMITTEE

Section: 29

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SECTION 29 ERECTOR CERTIFICATION PROGRAM

29.1 SCOPE

- 29.1.1 The PCI Erector Certification Program evaluates erectors of precast concrete products against nationally published standards. Erectors are evaluated on their managements' commitment to safety and quality, their quality systems, erection procedures, personnel, safety procedures and equipment. The PCI Erector Certification Program assures the project specifier and owner that the precast concrete erector has an acceptable in-house quality assurance program and has the capability to erect precast products in compliance with the program's standards.
- 29.1.2 PCI Certified Erector: A client that meets the requirements set forth in the PCI Erector Certification Program
- 29.1.3 Field quality audits shall be conducted by Certified Field Auditors (CFAs) certified by PCI.
- 29.1.4 Company quality audits shall be conducted by Certified Company Auditors (CCAs) certified and approved by PCI.
- 29.1.5 The Abbreviations, Definitions and Terminology, Attachment 1, provide assistance in understanding terms used in this section.

29.2 ELIGIBILITY

- 29.2.1 Any company that erects precast concrete products is eligible for participation in the PCI Erector Certification Program. That company is hereinafter called the "Client." It is not necessary to be a PCI Member to participate in the PCI Erector Certification Program, Membership requirements and terminology are outlined in Policy 14, Membership.
- 29.2.2 The Client shall have been engaged in the installation of precast concrete for at least one year immediately preceding application. A potential or existing Client requesting an exemption shall submit to the PCI Director of Quality Programs, in writing, a statement outlining at least the following:
 - A rationale for requesting the exemption;
 - The quality policy of management;
 - The applicant erection company's level of experience of management, personnel, and the relative quality of the applicant's equipment and facilities;
 - The structure of the applicant's quality control program;
 - How these segments tie to the Client's quality system as it relates to experience gained from operation of a PCI Certified Erector company.

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29.3 APPLICATION AND ACCEPTANCE

- 29.3.1 A Client applying for participation shall submit an erector certification application with the appropriate application fee and signatures.
 - 29.3.1.1 PCI shall notify applicants of determination of eligibility within thirty (30) calendar days of the date of application and receipt of required fees.
- 29.3.2 A Client that is accepted and becomes certified shall enter into an agreement with PCI acknowledging acceptance of PCI policies and procedures stated herein and commit to a term of participation through the end of the PCI fiscal year (July 1 to June 30). At renewal, the Client shall enter into additional twelve (12)-month agreements in subsequent PCI fiscal years.
- 29.3.3 The Client applicant will be given a maximum of twenty-four (24) months from acceptance of application to complete the certification process (i.e., be certified under this program). Failure to complete certification during this period will require re-application.

29.4 OPERATION AND ADMINISTRATION

- 29.4.1 The PCI Erector Certification Committee (the Committee) is responsible to the Quality Activities Council and plans, formulates and administers the Erector Certification Program. Further, the Committee shall:
 - Provide staff oversight to assure that all policies and procedures are administered uniformly and are followed by all Clients;
 - Develop, review and approve all literature related to the Erector Certification Program;
 - Work with the PCI Erectors Committee to initiate and oversee revisions to PCI MNL 127, *Erectors Manual – Standards and Guidelines for the Erection of Precast Concrete Products* and PCI MNL 132 *Erection Safety – For Precast and Prestressed Concrete*; and
 - Direct promotion of the program.
 - 29.4.1.1 The PCI Erector Certification Committee structure and operation shall be in accordance with the approved commission for the committee.
 - 29.4.1.2 PCI staff, as determined by the PCI President, shall be accountable to the PCI Erector Certification Committee with regard to this program.
 - 29.4.1.3 The committee shall maintain a Commission, in accordance with the Group Operations Manual, that determines committee membership rules.
- 29.4.2 The management of the Erector Certification Program shall be by the PCI Director of Quality Programs who shall be responsible to conduct the Program in a fair and objective manner with equal regard for all Clients.

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- 29.4.2.1 PCI shall publish a list of PCI Certified Erectors on the PCI website and ensure that the list is current.
- 29.4.2.2 PCI shall promote the benefits of requiring PCI Certified Erectors to the general construction community, including owners, specifiers, contractors, and precast concrete producers.

29.5 CLIENT REQUIREMENTS

- 29.5.1 The Client shall establish and apply an internal quality assurance system in conformance with PCI standards and conform to all the following requirements:
 - 29.5.1.1 The Client shall arrange for PCI Certified Field Auditors (CFA) to audit its Primary Erection Crews according to provisions of Section 29.8.
 - 29.5.1.2 The Client shall respond to the Certified Company Auditors (CCAs) request for information, documentation, according to provisions of Section 29.9. The Client and CCA shall establish a mutually agreeable date for the Company quality audit.
 - 29.5.1.3 The Client shall cooperate fully with PCI, its employees, and agents.
 - 29.5.1.4 Further, the Client shall:
 - Establish and maintain the highest standards of integrity, skill, and practice in the erection of concrete products.
 - Establish and maintain the highest practical standard of safety in the erection of precast and prestressed concrete products.
 - Not knowingly associate with, or permit the use of, their name or PCI's name, logo or marks in any business venture by any person or firm which they know, or have reason to believe, is engaged in questionable or unprofessional practices.
 - Be in compliance with current governing codes and regulations.
 - Maintain Certified Erector status as outlined in Policy 29.
 - 29.5.1.5 An erector shall have each of its commonly owned U.S. office locations that erect precast concrete products certified under the PCI Erector Certification Program in order to be eligible for certification. Failure to maintain a certified erector status for all eligible locations will result in termination of certification for all locations.

29.6 PROGRAM STANDARDS

- 29.6.1 The Standards used for evaluation of an Erector are published in PCI's Erection Manuals:
 - MNL 127, *ERECTORS MANUAL – Standards and Guidelines for the Erection of Precast Concrete Products*
 - MNL 132, *ERECTION SAFETY – For Precast and Prestressed Concrete*
 - MNL 135, *TOLERANCE MANUAL – For Precast and Prestressed Concrete Construction*

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- 29.6.2 The applicable publication, latest revised edition, shall be readily available at the jobsite.
- 29.6.3 The PCI Certified Field Auditor shall use a Field Quality Audit Report form referenced to the Standards in the Erection Manuals.
- 29.6.4 The PCI Certified Company Auditor shall complete a Company Audit Report form that is referenced to applicable Standards in the Erection manuals.

29.7 ERECTOR CERTIFICATION ACCORDING TO STRUCTURE CATEGORIES

- 29.7.1 A Client may be Certified in up to three (3) classifications:
 - 29.7.1.1 **Category S1** (Simple Structural Systems) This includes horizontal decking members (i.e., hollow-core slabs on masonry walls), or bridge beams on cast-in-place concrete piers or single-lift wall panels.
 - 29.7.1.2 **Category S2** (Complex Structural Systems) This category includes everything outlined in Category S1 as well as total precast, multi-product structures (vertical and horizontal members combined), single or multi-story, load-bearing members (including those with architectural finishes).
 - 29.7.1.3 **Category A** (Architectural Systems) This category includes non-load-bearing cladding and GFRC products which may be attached to a supporting structure.
- 29.7.2 The PCI Certified Company Auditor shall determine the applicability of categories and shall audit representative erection from within all erecting categories that are in evidence during each Company Audit.
- 29.7.3 Categories may be added provided management and supervisory personnel possess sufficient skill to adequately conduct operations and erect products in the categories under consideration.
 - 29.7.3.1 Physical evidence – A new category will be added upon a successful Company audit of that category, including review of a FQAR for that category.
 - 29.7.3.2 Two-year limitation – At least one Primary Erection Crew shall undergo a successful field audit in each category for which the Client is certified every two years in order to maintain certification in that category.
- 29.7.4 If the CCA identifies that a Client is eligible to be certified to erect a building category that the Client was not previously certified to erect, the CCA shall notify the PCI Director of Quality Programs so that eligibility for the certification category can be confirmed and this new category may be properly registered and publicized.

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29.7.5 Categories may be deleted by the Director of Quality Programs upon review and confirmation of the Client's failure to meet the program's requirements.

29.7.5.1 Generally, certification in a category will be deleted if the appropriate building type has not received a field audit within two years of the current audit. However, in the case of extenuating circumstances, the Client may request continued certification in the category. Certification may be granted by PCI, not to exceed one additional year, if there is sufficient evidence of erection capability as outlined in Section 29.7.2 and 29.7.3.

29.7.5.2 For a Client who is Certified in more than one category, loss of Certification in one category in accordance with the provisions of Section 29.7.5.1 does not result in forfeiture in other categories.

29.8 FIELD QUALITY AUDITS

29.8.1 The field quality audit shall be based on standards and criteria as follows:

- PCI Erectors Manual, MNL 127;
- The PCI Erection Safety Manual MNL 132;
- PCI Tolerance Manual for Precast and Prestressed Concrete Construction; MNL 135, and
- Criteria developed by the Erector Certification Committee.

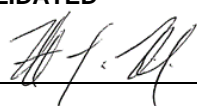
29.8.2 Field quality audits shall be conducted by a PCI Certified Field Auditor (CFA). The CFA shall obtain and review the prior Field Quality Audit Report and corresponding Erectors Post Audit Declaration for the Primary Erection Crew being audited.

29.8.2.1 An Internal CFA is an employee of the Client; however, a crew foreman or other crew member is not permitted to perform an Internal Audit of his crew.

29.8.2.2 An External CFA is someone other than an employee of the client or an affiliated company.

29.8.2.3 On a rotating basis, a minimum of ten (10)% (rounded up to the nearest whole number) of the total number of Field Quality Audits for all crews shall be performed each calendar year by an external CFA; all remaining Field Quality Audits may be performed by an internal CFA.

29.8.2.3.1 For Clients with more than fifteen (15) crews, Field Quality Audits shall be conducted each half of the year on the first fifteen (15) crews. The rate of audits is reduced to once per year for the sixteenth (16th) crew and thereafter. For example, a Client with twenty-five (25) crews would perform two audits per year for the first fifteen (15) crews (thirty (30) audits) and the remaining ten (10) crews would be audited once per year (ten (10) audits), for a total of forty (40) audits, of which four (4) would

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be external (ten (10) percent of all audits). No crews shall be audited only once per year in consecutive years under this rate reduction.

- 29.8.2.4 All Certified Erectors shall have at least one employee who has current certification as a CFA or is currently registered for a CFA training class and is certified by the next company audit.
- 29.8.2.5 The precast fabricator reserves the privilege and is encouraged to use a CFA in their employ to audit the erection of their products at any time. This audit may fulfill the Erector's audit requirements; however, this audit may be unannounced and need not be coordinated with the Erector to satisfy Certification requirements.
- 29.8.2.6 The Field Quality Audit is to verify that the Erector is operating in accordance with the Program Standards. Therefore, the Field Quality Audits shall take place when there are Active Erection Operations in process on site.
- 29.8.3 Field Quality Audits shall be conducted on each of the Erector's Primary Erection Crews at least once each half of the calendar year.
 - 29.8.3.1 A Primary Erection Crew shall be audited if it operates for more than sixty (60) working days, not contiguous, within that half of the calendar year. Although not required, it may be beneficial for crews that do not meet this requirement to be audited to maintain category or company certification. (see section 29.7.5)
 - 29.8.3.2 PCI must receive a Field Quality Audit Report and an Erectors Post-Audit Declaration (or a letter from the Erector stating a Primary Erection Crew did not work for more than sixty (60) working days) for each Primary Erection Crew. These must be received by PCI no later than July 15th for the first half of the calendar year and January 15th for the second half.
 - 29.8.3.1.1 If PCI does not receive the required audit reports or letter on time, PCI shall send a notification letter, via email, to the Client reminding them of their shortcoming and the steps required to maintain Erector Certification.
 - 29.8.3.1.2 The Client will be allowed a grace period of thirty (30) days from the date of the notification letter to perform the audit(s) and submit all appropriate paperwork to PCI for review.
 - 29.8.3.1.3 If the Client is still delinquent after said grace period, the Client shall lose their Erector Certification. PCI shall remove the Client from the PCI Certified Erector List and will notify the Client by registered or express mail, with return receipt requested.

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29.8.3.1.4 In order for the Client to be reinstated in the PCI Erector Certification Program, they must reapply as outlined in the provisions of Section 29.3.

29.8.4 At the conclusion of each Field Quality Audit, the CFA shall conduct an Audit review meeting to describe the audit observations to Client personnel. Client personnel shall be given the opportunity to question the CFA and provide additional information, which may be used in completing the Field Quality Audit Report.

29.8.5 A Client may be given a special External Field Quality Audit at any time with costs to be borne by PCI, if sufficient concerns exist regarding the Client's erection quality, safety plan and/or the effectiveness of their quality assurance program.

- 29.8.5.1 Such concerns include, but are not limited to:
- When a Field Quality Audit Report and/or Erectors Post Audit Declaration indicates an apparent deteriorating quality commitment;
 - Owner, specifier, precast fabricator, or contractor complaints;
 - Other substantial evidence or concerns about the Client's overall quality.

29.8.5.2 The necessity for this special External Field Quality Audit shall be determined by the PCI Erectors Certification Committee Chair along with two of the following; the PCI Director of Technical Activities, the PCI Director of Architectural Systems and the Director of Quality Programs.

29.8.5.3 The findings of this special External Field Quality Audit and the corresponding Erectors Post Audit Declaration shall be reviewed by the PCI Erectors Certification Committee Chair along with two of the following; the PCI Director of Technical Activities, the PCI Director of Architectural Systems and the Director of Quality Programs This review may result in the loss of the Erector's Certification.

29.8.5.4 A Client who experiences this special Field Quality Audit shall accommodate and cooperate with the Certified Field Auditor.

29.9 COMPANY QUALITY AUDITS

29.9.1 Company Quality Audits shall be based on standards and criteria as follows:

- PCI Erectors Manual, MNL 127;
- The PCI Erection Safety Manual MNL 132; and,
- Criteria developed by the Erector Certification Committee.

29.9.2 Company Quality Audits shall be conducted by a PCI Certified Company Auditor (CCA). The CCA will be assigned by PCI or its Auditing Agency.

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- 29.9.3 If the Client has more than one office location, each office shall receive a separate Company Quality Audit. If the records for the multiple locations are stored at a central location, a single company audit can be performed, but the records for each location must be reviewed. Each office may be certified separately, or the Client may be certified as one entity. All offices must pass each Company Quality Audit for the Client to maintain Certification.

- 29.9.4 The Company Quality Audit shall be one (1) day for a Client's office with ten (10) or fewer Primary Erection Crews. One additional audit day shall be added for each ten (10) additional Primary Erection Crews greater than ten (10).

- 29.9.5 The CCA will contact the Client and schedule a mutually agreeable time for the Audit. If a date cannot be agreed upon, the CCA will offer three different dates, and the Client shall choose one of those for the Audit.

- 29.9.6 The CCA will review the following information prior to the audit:
 - 29.9.6.1 Field Quality Audit Reports and corresponding Erector's Post Audit Declarations for all Primary Erection Crews that have been completed since the previous Company Quality Audit.
 - 29.9.6.2 The prior year's Company Quality Report and written response.
 - 29.9.6.3 The results of the project pre-audit interviews, to be discussed with the Client during the audit.

- 29.9.7 Prior to commencing audit activities, the CCA shall have an opening meeting to discuss the audit plan, process and schedule.

- 29.9.8 At the conclusion of each Company Quality Audit, the CCA shall conduct an Audit review meeting to describe the audit observations to Client personnel. Client personnel shall be given the opportunity to question the CCA and provide additional information, which may be used in completing the Company Quality Audit Report.

- 29.9.9 Company Quality Audits shall be conducted once each calendar year. The minimum time between Audits will be nine (9) months, and the targeted maximum time between Audits will be fifteen (15) months. One Company Quality Audit can be deferred during a calendar year if the Client has not completed a precast erection project since the prior audit. The Client will not be eligible for certification renewal if a Company Quality Audit has not been performed during the prior two calendar years.

- 29.9.10 A Client will be given a Special Company Quality Audit by a different CCA if they fail a regular Company Quality Audit.
 - 29.9.10.1 The costs for this Audit shall be borne by the Client.
 - 29.9.10.2 The Client shall cooperate with and coordinate an Audit date with the CCA.

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29.9.10.3 The Special Company Quality Audit shall be conducted within sixty (60) days of the Client's receipt of the failed Company Quality Report.

29.9.11 Erector Certification shall be forfeited if a Client fails a Special Company Quality Audit.

29.9.11.1 In order for the Client to be reinstated in the PCI Erector Certification Program, they must reapply as outlined in the provisions of Section 29.3.

29.10 CERTIFICATION REQUIREMENTS

29.10.1 A new Client must complete the following to be awarded initial certification, following application to PCI:

29.10.1.1 PCI must have accepted the initial application with the appropriate fee.

29.10.1.2 Submit FQARs (internal and external) and the associated EPADs of all Primary Erection Crews for all requested certification categories. At least ten (10)% of the Field Quality Audits (rounded up to the nearest whole number) shall be external audits. The FQARs and EPADs must have been reviewed and approved.

29.10.1.3 The Company Quality Audit must have been completed and corrective actions approved for any noted nonconformances. Corrective actions to Major Nonconformance must include objective evidence.

29.10.1.4 The Client shall have a CFA on staff or an individual registered for a CFA class.

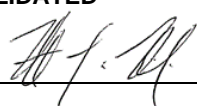
29.10.1.5 Submit all required administrative documents and fees.

29.10.2 Upon receipt of a Field Quality Audit Report, the Client shall respond to all Incomplete Conformance and Nonconformance items using an Erector's Post-Audit Declaration form . An Erectors Post-Audit Declaration is required to be submitted even if no nonconformances were noted in the Field Quality Audit Report, as an acknowledgement that the report has been received and reviewed.

29.10.3 Upon receipt of a Company Quality Audit Report, the Client shall respond in writing to all Nonconformance items within thirty (30) days.

29.10.4 A Client whose Erector Certification account is in arrears ninety (90) days shall receive telephone notification plus a registered letter or express mail with return receipt requested, from the PCI Director of Quality Programs.

29.10.5 A Client whose Erector Certification account is in arrears one hundred twenty (120) days shall forfeit Erector Certification.

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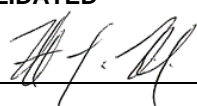
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- 29.10.6 Failure to comply with Section 29.5.1 shall result in review by the Committee and, if non-compliance is confirmed, shall result in forfeiture of Erector Certification.
- 29.10.7 The Client shall enter into twelve (12)-month agreements each PCI fiscal year. Cancellation terms are per the requirements of the agreement.
 - 29.10.7.1 The Client shall be obligated for payment of all outstanding invoice amounts through the date of agreement cancellation.
 - 29.10.7.2 A Client in good standing shall be listed as Certified through date of agreement cancellation at which time they shall be removed.
- 29.10.8 A Client forfeiting Erector Certification status according to any of the provisions of Sections 29.10.6 or 29.10.7 shall receive notice of cancellation of the agreement to be effective thirty (30) calendar days from date of notification.
 - 29.10.8.1 To avert cancellation of the agreement, a Client may request reinstatement and undergo an additional Field Quality Audit assigned by PCI.
 - 29.10.8.2 Payment of all prior financial obligations must be made before making application to renew participation in the Erector Certification Program.
 - 29.10.8.3 When an agreement has been canceled according to Sections 29.10.5 or 29.10.6, the former Client shall be ineligible to participate in the Erector Certification Program for a period of two (2) years from the date of cancellation.
 - 29.10.8.4 Client shall be obligated for payment of the regular invoice amount until date of cancellation of agreement.
- 29.10.9 A certified erector shall perform their own precast concrete erection services and shall not subcontract their precast erection services to non-PCI certified erectors.

29.11 FIELD QUALITY AUDIT REPORTS AND NOTIFICATION PROCEDURES

- 29.11.1 At the conclusion of each Field Quality Audit, the CFA shall conduct an audit review meeting to describe the audit observations to Client personnel.
 - 29.11.1.1 Client personnel shall be given the opportunity to question the CFA and provide additional information, which may be used in completing the Field Quality Audit Report.
- 29.11.2 A Field Quality Audit Report will be compiled by the CFA for the Structure Category or Categories (S1, S2 and/or A) that specifically applies to the project and to the primary erection crew.

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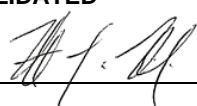
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- 29.11.2.1 The CFA shall distribute the Field Quality Audit Report, which shall reach the Client, the precast fabricator and the PCI Quality Programs Department within seven (7) calendar days of the Field Quality Audit.
- 29.11.2.2 The Client shall distribute the Erector's Post-Audit Declaration, which shall reach the precast fabricator, the Certified Field Auditor (CFA), and the PCI Quality Programs Department within fifteen (15) calendar days of the Field Quality Audit.
- 29.11.2.3 PCI shall maintain the four (4) most recent Field Quality Audit Reports and Erector's Post Audit Declarations for each Primary Crew.
- 29.11.2.4 Transmittals required in paragraphs 29.11.2.1 and 29.11.2.2 shall be sent by 2nd day expedited delivery or e-mail.
- 29.11.3 The contents of Field Quality Audit Reports and Erector's Post Audit Declarations shall be kept in strict confidence between the Client, the precast fabricator, PCI the Erector Certification Committee Chair and, if required, members of the Erector Certification Appeal Board.
 - 29.11.3.1 The Client shall not release the Field Quality Audit Report. If requested to do so, the Client shall direct the inquiry to the PCI Director of Quality Programs.
 - 29.11.3.2 If the release of the Field Quality Audit Report is unavoidable and is agreed upon by PCI and the Client, the PCI Director of Quality Programs will prepare a description of the auditing process, the nature of the Field Quality Audit Report and a warning about evaluating the report observations out-of-context. In addition, a written agreement guaranteeing confidentiality shall be obtained from the party requesting the information prior to release.
- 29.11.4 If the CFA discovers a suspected defect in design, production, transportation or installation that might lead to structurally deficient products, the CFA shall immediately bring the suspected defect to the attention of the Client and/or precast plant management.

29.12 COMPANY QUALITY AUDIT REPORTS AND NOTIFICATION PROCEDURES

- 29.12.1 A Company Quality Audit Report will be compiled by the CCA and sent via email to the PCI Quality Programs Department within fifteen (15) calendar days of the Audit.
 - 29.12.1.1 PCI will provide the Client a copy of the Audit report, by mail or email, within thirty (30) calendar days. If the Audit report has a failing grade, the report will be sent by certified or express mail, with return receipt requested.

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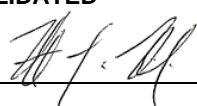
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- 29.12.2 The Client shall respond in writing to all Nonconformance Items contained in the Company Quality Audit Report. This response shall address the measures to be taken to mitigate the nonconformance items and shall be received by PCI within thirty (30) calendar days of the Client's receipt of the Audit Report. Objective evidence of corrective action shall be provided in the event of a recurring Major Nonconformance.
- 29.12.3 PCI shall maintain the two (2) most recent Company Quality Audit Reports and Client's response letter.
- 29.12.4 The contents of Company Quality Audit Reports and the Client's response shall be kept in strict confidence between the Client, the PCI Director of Quality Programs, the Erector Certification Committee Chairperson and, if required, members of the Erector Certification Appeal Board.
 - 29.12.4.1 The Client shall not release the Company Quality Audit Report. If requested to do so, the Client shall direct the inquiry to the PCI Director of Quality Programs.
 - 29.12.4.2 If the release of the Company Quality Audit Report is unavoidable and is agreed upon by PCI and the Client, the PCI Director of Quality Programs will prepare a description of the auditing process, the nature of the Company Quality Audit Report and a warning about evaluating the report observations out-of-context. In addition, a written agreement guaranteeing confidentiality shall be obtained from the party requesting the information prior to release.

29.13 APPEAL PROCESS

- 29.13.1 The Client has the right to appeal Field or Company Quality Audit findings and certification decisions.
- 29.13.2 The Client must submit an appeal in writing to the PCI Director of Quality Programs within thirty (30) calendar days of receipt of the Auditor's report.
 - 29.13.2.1 The appeal shall include substantiating information.
 - 29.13.2.2 The PCI Director of Quality Programs shall forward the appeal to the Chairperson of the Erector Certification Committee and the PCI Director of Technical Activities, and PCI Director of Architectural Systems.
 - 29.13.2.3 The PCI Director of Quality Programs will issue a written report of findings within fifteen (15) working days of receipt of the appeal.
- 29.13.3 If the disagreement is not resolved, the Client may request a hearing by the Erector Certification Appeal Board.

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- 29.13.3.1 The request shall be made in writing within fifteen (15) working days of receipt of the written appeal report in Section 29.13.2.3 above.
- 29.13.3.2 The Erector Certification Appeal Board shall consist of four (4) members:
 - Chairperson, Erector Certification Committee, who shall also chair the appeal hearing.
 - The PCI Director of Quality Programs.
 - Either the PCI Director of Technical Activities or Director of Architectural Precast Systems.
 - Erector Member representative of the Erector Certification Committee to be chosen by the Erector Certification Committee Chairperson and approved by the appellant, having background in the question under consideration, and in the employ of a PCI Certified Erector located outside the normal market area of the appellant.
- 29.13.3.3 The Erector Certification Appeal Board shall hear the appeal within thirty (30) calendar days of receipt of the Client's request for Board hearing and the hearing shall be conducted at PCI Headquarters, whenever possible.
- 29.13.3.4 The results of the Erector Certification Appeal Board hearing shall be forwarded to the appellant within fifteen (15) calendar days of the conclusion of the hearing.
- 29.13.3.5 The findings of the Erector Certification Appeal Board shall be final and binding.
- 29.13.3.6 PCI and the appellant shall equally share the costs for travel and lodging for Erector Certification Appeal Board Members.

29.14 COMPLAINTS

- 29.14.1 Any industry stakeholder may submit a written Complaint regarding a Certified Erector. Written Complaints may be received by any PCI staff member, who shall forward the Complaint to the Director of Quality Programs.
- 29.14.2 Upon receipt of the written Complaint, the Director of Quality Programs shall send a letter or email as confirmation of receipt to the complaining party.
- 29.14.3 The Director of Quality Programs shall contact the Client to discuss the contents of the complaint. The Client shall be given the opportunity to provide documentation to address the complaint. The Director of Quality Programs shall contact the Company Auditor who performed the Client's most recent audit to discuss the complaint and the Client's response.
- 29.14.4 Within four (4) weeks after confirmation of receipt, the Director of Quality Programs shall respond to the complaining party with information regarding any actions taken by PCI.

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29.14.5 A Special Immediate Audit (Field and/or Company, as appropriate) may be required to follow up on a complaint. In such a case, the fee for the Special Immediate Audit shall be paid by PCI.

29.15 FRAUDULENT ACTIVITY REPORTING

29.15.1 Written complaints or reports of concerns involving suspected fraudulent activities related to a Client or an employee of a Client are to be reported to the PCI Director of Quality Programs. Whistle-blower identities will be protected, as required by law.

29.15.2 The Director of Quality Programs shall review and validate all complaints and reports of fraudulent activities received. Any valid issue shall be communicated to the Client and any other appropriate parties involved to discuss the contents of the reported fraudulent activity. The Client and the appropriate parties involved shall be given the opportunity to provide documentation to address the reported fraudulent activity. Fraudulent activities already proven as a matter of public record will not require further investigation prior to determining the necessity for further action.

29.15.3 If appropriate, the Director of Quality Programs shall respond to the reporting party with information regarding any actions taken by PCI.

29.15.4 Depending upon the nature and/or severity of the infraction, engaging in or supporting fraudulent activities may result in:

- a) withdrawal of certification,
- b) withdrawal of a certification application,
- c) a requirement for re-examination
- d) a requirement for a special company quality audit,
- e) public notice,
- f) legal action,
- g) notification to other conformity assessment bodies,
- h) barring of participation in the PCI erector certification program, or
- i) other appropriate measures.

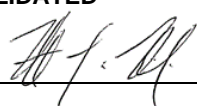
29.16 PROMOTION OF CERTIFICATION AND LOGO USAGE

29.16.1 Upon attaining Certification, the Client will be provided a certificate for display and copies of reproduction proofs of the PCI Erector Certification logo for use in promotion.

29.16.1.1 The certificate and proofs shall remain the property of PCI and shall be surrendered promptly by the Client in the event of cancellation of the Certification Agreement by either party.

29.16.1.2 In the event the Client's Certification is withdrawn, the Client shall cease using any materials bearing the Certification logo and any promotional material making claims or statements relating to current PCI Erector Certification.

29.16.2 Client usage of logo shall meet the following:

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- a) conform to the requirements of PCI when making reference to its certification status in communication media such as web sites, social media, brochures, advertising, or other promotional documents
- b) not make or permit any misleading statement regarding its certification status
- c) not use or permit the use of a certification document or any part thereof in a misleading manner
- d) upon suspension or withdrawal of its certification, discontinue use of all advertising material containing reference to PCI Erector Certification
- e) amend all advertising material, as appropriate, when the scope of certification has been reduced
- f) not allow reference to its certification to be used in such a way as to imply that PCI certifies product(s), services, or processes
- g) not imply that the certification applies to activities that are outside the scope of certification
- h) not use its certification in such a manner that would bring PCI and/or certification programs into disrepute and lose public trust
- i) comply with all provisions of the PCI logo usage policy

29.16.3 The Client shall not apply the PCI Logo to products. The PCI-certified erector logo may not be used on items such as inspection reports, calculations, production or erection drawings bracing plans, crane plans, or bid proposal documents, or in any other manner that may create the impression that PCI is in any way connected to or endorses any element of the organization's business operations.

29.16.4 PCI shall exercise proper control of ownership and shall take action to correct misleading or incorrect references to certification status or misleading use of certification documents, logos or audit reports. Such action shall include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

29.17 PUBLICLY ACCESSIBLE INFORMATION

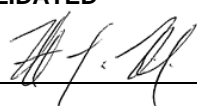
29.17.1 PCI shall maintain information, available upon request, describing its audit processes and certification processes for granting, maintaining, extending, renewing, suspending or withdrawing certification, and about the certification activities, types of management systems and geographical areas in which it operates.

29.17.2 PCI shall maintain accurate certification-related information regarding all Clients.

29.17.3 PCI shall make information publicly available regarding certifications granted or withdrawn.

29.17.4 PCI shall verify or confirm the certification status of any Client upon request from any party.

29.17.5 PCI shall provide certification documents to the certified Client by any means it chooses, such as a special certificate stock paper with watermark and PCI logo, or an electronic, protected certificate with PCI logo.

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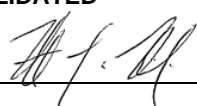
29.17.6 PCI maintains a directory of valid certifications, which is the sole property of PCI. The PCI website shall be the primary location for the listing of PCI Certified Erectors.

29.18 SAFEGUARDING CONFIDENTIALITY

- 29.18.1 PCI shall arrange ongoing processes to safeguard the confidentiality of the information obtained or created during the performance of certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf.
- 29.18.2 PCI shall inform the Client, in advance, of the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the Client, shall be considered confidential. Information about a particular Client or individual shall not be disclosed to a third party without the written consent of the Client or individual concerned. Where PCI is required by law to release confidential information to a third party, the Client or individual concerned shall, unless regulated by law, be notified in advance of the information being disclosed.
- 29.18.3 Information about a Client from sources other than the Client (e.g. complainant, regulator) shall be treated as confidential, consistent within this policy.
- 29.18.4 PCI's committee members, contractors, staff members, and auditors, or personnel of external bodies or individuals acting on PCI's behalf, shall keep confidential all information obtained or created during the performance of the certification body's activities.
- 29.18.5 PCI shall utilize equipment and facilities designed to ensure the secure handling of confidential information.
- 29.18.6 When confidential information is made available by PCI to other bodies (e.g. accreditation body, agreement group of a peer assessment scheme), PCI shall inform the affected Clients of this action.

29.19 ERECTOR CERTIFICATION PROGRAM FEES

(Fees for the Certified Erector Program are listed on the Fee Schedule)

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**PCI ERECTOR CERTIFICATION PROGRAM
ABBREVIATIONS, DEFINITIONS AND TERMINOLOGY**

ABBREVIATIONS:

The following is a list of abbreviations used in the Erector Certification Program. Refer to the definitions for a complete description.

CCA – Certified Company Auditor

CFA – Certified Field Auditor

FQAR – Field Quality Audit Report

EPAD – Erector’s Post Audit Declaration

DEFINITIONS:

This list of definitions and terminology has been assembled from common usage during the history of the Precast/Prestressed Concrete Institute (PCI), and from several references highly regarded on the national quality scene. These references include: PCI Plant Certification Program; Quality Systems Terminology, ANSI/ASQC A3-1987; Generic Guidelines for Auditing of Quality Systems, ANSI/ASQC Q1-1986; Terms, Symbols and Definitions for Acceptance Sampling, ANSI/ASQC A2-1987.

Accreditation – Certification by a duly recognized body of the facilities, capability, objectivity, competence, and integrity of an agency, service or operational group or individual to provide the specific service(s) or operation(s) needed.

Active Erection Operations – On-site activities involving rigging, hoisting, plumbing, connecting, stabilizing, and unhooking in the final position on the structure.

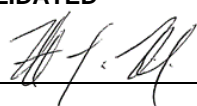
Agreement – The formal understanding between the PCI Erector Certification Program and its *Client* concerning fees, services provided, and the conditions of Certification.

Appeal Process – The right by the *Client* to appeal audit findings and certification decisions.

Associate Member – a class of PCI membership defined by the bylaws of the institute

Audit – (see Quality Audit, Company Quality, and Field Quality Audit)

Audit Review Meeting – A feature conducted at the end of a Company or Field Quality Audit that reviews observations by the Auditor with an erection foreman after a Field Audit and with management personnel after a Company Audit.

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Auditee – The organization to be audited. In the PCI Erector Qualification and Certification Programs, it is the Client.

Auditing Agency – A third party company retained by PCI to schedule Company Quality Audits and perform other duties assigned by PCI.

Auditor – The individual who carries out the audit. See Certified Company Auditor and Certified Field Auditor.

Certificate of Compliance – A document signed by PCI affirming that the Client has met the Certification requirements of the PCI Erector Certification Program, respectively.

Certification – The procedure and action by a duly authorized body attesting in writing to the qualifications of personnel, processes, procedures or items in accordance with applicable requirements. Certification is attained by passing an Audit performed by an independent agency.

Certified Erector – A Client listed by PCI as meeting the criteria for "Certified Erector" as described in Section 29.0 – PCI Policies and Procedures.

Certified Company Auditor (CCA) – An individual that fulfills the requirements set forth in Section 28.10, Certified Company Auditor Program, PCI Policies and Procedures Manual.

Certified Field Auditor (CFA) – An individual that fulfills the requirements set forth in Section 28.9, Certified Field Auditor Program, PCI Policies and Procedures Manual.

Client – The organization requesting or currently holding PCI Erector Certification status that erects precast concrete products. The organization may be an independent erector, general contractor or producer erector.

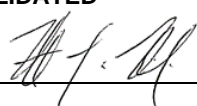
Company Quality Audit – A Quality Audit performed on an annual cycle by an independent CCA that evaluates the Client's records, policies, and procedures. This Audit includes a Pass/Fail feature.

Compliance – An affirmative indication or judgment that the Client has met the requirements of the relevant specifications, contract or regulations; also, the state of meeting the requirements.

Conformance – An affirmative indication or judgment that a product or service has met the requirements of the relevant specifications, contract or regulations; also, the state of meeting the requirements.

Crew – See Erection Crew, typically identified by the full name of the lead man or foreman who fills out the daily report.

Defect – A departure of a quality characteristic from its intended level or state that occurs with a severity sufficient to cause the product or placement of product not to satisfy intended usage requirements.

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Defective Precast Unit – (also Defective Placement of Unit) – A unit of precast product or placement of product containing at least one defect, or having several non-conformances that in combination cause the unit or system to fail to satisfy intended usage requirements.

Erection Crew (also, see Primary Erection Crew) – a generic term for two or more construction personnel assigned to a jobsite to work as a team to facilitate the process of precast concrete erection, typically identified by the full name of the lead man or foreman who fills out the daily report.

Erector – A precast concrete producer, a general contractor or an independent company that is engaged in the erection of precast concrete products.

Erector’s Post-Audit Declaration – the report compiled by the Client following each Field Quality Audit that includes:

- Project and crew information,
- A signed declaration that the audit was conducted according to policies and procedures,
- Confirmation that non-conformances have been mitigated,
- A statement of compliance to the standards.

Erector Certification Committee – The PCI committee that develops, administers and enforces the PCI Erector Certification Program.

Erector Certification Program – A Certification program including internal field audits, external field audits, and independent company audits to affirm that Erectors are capable of complying with quality, safety and procedural standards established by PCI.

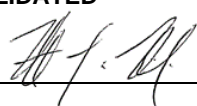
Field Quality Audit – A Quality Audit performed on a semi-annual cycle by a CFA on the work and procedures of a Primary Erection Crew.

Field Quality Audit Report – An in-depth report compiled by a CFA that includes observations, evaluations and a summary. It results from a Field Quality Audit.

Fraudulent Activities – Actions that contribute to the loss of confidence in the certification program or undermine its requirements. Such actions include, but are not limited to, falsification of records, misrepresentation of the certification or certification status, etc.

Incomplete Conformance – The departure of a quality characteristic from its intended level or state that occurs with a severity sufficient to be observed but is not as severe as a Nonconformance.

Inspection – Activities, such as measuring, examining, testing, and gauging one or more characteristics of an erection process and comparing these with specified requirements to determine conformity.

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Inspector Checklist – The report generated by the jobsite inspector (or job foreman) as a result of a review or inspection of work done at a specific jobsite.

Mitigate – To address with intent to correct a nonconforming item.

Multi-Erector Company – An organization that has majority (51% or more) ownership in more than one erection company that installs precast concrete. Also, a corporation that has majority (51% or more) ownership of more than one company that in turn has majority ownership of one or more erection companies that install precast concrete.

Non-Certified Erector – An erector that is enrolled as a Client in the PCI Erector Certification program but has not yet attained PCI-Certified status.

- a. Certification Pending – A newly applied Client of the Erector Certification Program prior to completing all certification program requirements.
- b. Certification Forfeited – The status of a Client that results from having relinquished Certification status and membership for any of these three conditions:
 - Failure to undergo or pass an annual Company Quality Audit;
 - Certification payments overdue by 120 days;
 - Failure to comply with the Agreement/Policies and Procedures.

Nonconformance – The departure of a quality characteristic from its intended level or state that occurs with a severity sufficient to cause a product or service not to meet a specification requirement.

Nonconformance, Recurring – Any nonconformance that is noted on consecutive audits.

Observation – A finding during an audit substantiated by evidence.

Plant – A manufacturing facility regularly engaged in the business of fabricating precast concrete products.

Policies and Procedures Manual – The operating rules of the Precast/Prestressed Concrete Institute supplemental to the Institute's Bylaws. Section 29.0 contains policies and procedures governing the PCI Erector Certification Program.

Precast Concrete Products (Products) – A term that refers to precast structural concrete, precast architectural concrete and glass fiber reinforced concrete products. Many of these products may also be prestressed.

Primary Erection Crew – A team of two or more experienced construction personnel who are responsible for the total erection process of installing precast concrete products into a structure according to plans, specifications and standards. The Primary Erection Crew may be composed of two or more teams performing erection or pre- or post-installation tasks and may utilize one or more cranes or other types of installation equipment. Each

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Primary Erection Crew is under the direction of a competent person generally called a job or crew foreman.

Primary Erection Crew (Job) Foreman – The person who is responsible for the entire field erection process.

Quality – The totality of features and characteristics of a product or service that bear on its ability to satisfy stated or implied needs.

Quality Assurance – All those planned or systematic actions necessary to provide adequate confidence that a product or service will satisfy given requirements for quality. Within an organization, quality assurance serves as a management tool. In contractual situations, quality assurance also serves to provide confidence to the architect, engineer, general contractor and owner.

Quality Audit – A systematic examination of the acts and decisions by people with respect to quality in order to independently verify or evaluate and report degree of compliance to the operational requirements of the quality program, or the specifications or contract requirements of the product or service.

Quality Control – The operational techniques and the activities used to fulfill requirements of quality.

Quality Plan – A document setting out the specific quality practices, resources and activities relevant to a particular product, process, contract or project.

Quality Policy – The overall intentions and direction of an organization with regard to quality as formally expressed by top management.

Quality System – The collective plans, activities and events that are provided to ensure that a product or process will satisfy given needs.

Specification – The document that prescribes the requirements with which the product or service has to conform.

1. In the PCI Erector Certification Program, the requirements include Standards printed in the PCI Erector's Manual (MNL 127) and Erection Safety for Precast and Prestressed Concrete (MNL 132).
2. A specification should refer to or include drawings or other relevant documents and should also indicate the means and the criteria whereby conformity can be checked. A specification should not be unduly restrictive.
3. A descriptive adjective is often used to identify particular specification types such as design specification, purchase specification, testing specification, manufacturing specification and quality system specification.

Testing – A means of determining the capability of an item to meet specified requirements by subjecting the item to a set of physical, chemical, environmental or operating actions and conditions.

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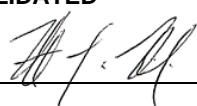
Tolerance – The total allowable variation.

Tolerance Limits (Specification Limits) – Limits that define the conformance boundaries for an individual unit of a manufacturing or erection operation.

Traceability – The ability to trace the history, application or location of an item or activity and like items or activities by means of recorded identification.

Verification – The act of reviewing, inspecting, testing, checking, auditing or otherwise establishing and documenting whether items, processes, services or documents conform to specified requirements.

Waiver – Written authorization to use or release a quantity of material, components or stores. Waivers should be for limited amounts or periods and for identified usage.

	<u>Date Approved</u>	<u>Date Revised</u>	VALIDATED	Supersedes
EXECUTIVE COMMITTEE:	03-25-99	06-10-21	 06-14-21 President	06-07-19
BOARD OF DIRECTORS:	03-26-99	06-11-21		Date