



Accredited Quality Contractor 2014 Recertification Form

The Recertification Process

Thank you for your continued participation in the AQC program. As you learned in 2013, the AQC program is undergoing a significant upgrade. The program is being strengthened in order to allow for more credibility and recognition within the industry. Additionally, measurable criteria are being incorporated.

The new core requirements were introduced in 2013 and they all must be met by 2015 in order to remain in the AQC program. The results of recertification forms submitted in 2013 indicate that most current AQC members are very close to being 100% compliant with the new requirements. As we did in 2013, we will send tools to assist members with any item currently not met that must be completed by 2015.

The core requirements are listed below:

- Received a minimum of two quality-based awards within the past seven years.
- Financially stable, per the company's financial institution of choice.
- Bonded adequately for the scope of service provided.
- Has a Quality Control Program.
- Has an Incident Rate at or below the industry average. Companies with less than 100 employees may use a three-year average.
- Conducts job-site hazard analyses before work commences.
- Conducts a new employee safety orientation.
- Has a written substance abuse program that includes a drug/alcohol screening process.
- Has a formalized craft training structure (for companies that self-perform).
- Regularly participates and/or encourages employees to participate in civic-oriented and community activities.

New Requirement for 2014 Recertification:

ABC joined with several other organizations in 2012 to form the Construction Coalition for a Drug- and Alcohol-Free Workplace (CCDAFW). This coalition advocates for a drug- and alcohol-free workplace in the construction industry. ABC believes that the safest companies have a zero-tolerance policy. Because the AQC program, like ABC, views safety as a core value, it is now required that AQC participating member companies sign the CCDAFW's Drug- and Alcohol-Free Workplace Pledge at www.drugfreeconstruction.org. For more information, please read the 2014 AQC Recertification Memo.

Instructions to Recertify in 2014:

As a reminder, AQC companies must recertify annually to remain in the program. Additionally, AQC members must submit for STEP certification annually (visit www.abc.org/STEP).

This form must be completed in full and returned in order to be considered for recertification. Note that responses are required for ALL questions. If you are unable to meet a core requirement in 2014, ABC will provide you with materials related to the requirement. As a reminder, all the requirements must be met for recertification in 2015.

All responses will be held in strict confidence. Please email AQC@abc.org with any questions.



2014 AQC Recertification Form

Company Name:

Please do not alter this form in any way. If your answers require additional space, please provide the information on a separate page.

This recertification form is available as a fillable PDF at www.abc.org/AQC. Please EMAIL the completed form to AQC@abc.org. Please send the payment noted on your invoice separately to: AQC Program Administrator / Associated Builders and Contractors / 440 First St., NW, Suite 200 / Washington, DC 20001. Please be sure to note the invoice number on the check.

1. Quality

- A. In the past 7 years, has your company won two or more Excellence in Construction awards from ABC (national or chapter) and/or awards from other organizations demonstrating involvement with exceptional projects? Please note that this requirement is related to awards received specifically for a project. It does not include safety or other awards.

Yes **No**

If yes, how many has your company received in the last 7 years? _____

Please list the 5 most recent below. Include the following information for each award:

- Organization granting award (if applicable, indicate chapter vs. national organization)
- Year award was received
- Name of the project

- B. Submit a letter from your bank or financial institution on their letterhead, dated within the past 6 months, stating the length of the financial relationship, and indicating the strength of the company's financial standing. Please note, no confidential financial information is required. The letter may be scanned and emailed to aqc@abc.org. Please be sure your company's name is mentioned at the top of the letter.

C. Submit a letter from your bonding company on their letterhead, dated within the past 6 months, stating that your company's bonding capacity is adequate for the scope of service provided. If your company is not bonded, please provide the following information, signed by your CPA on their letterhead:

- a) Your Current Ratio (Current Assets divided by Current Liabilities)
- b) Your Debt to Equity Ratio (Total Liabilities divided by Net Worth)
- c) Your Ratio of Working Capital divided by Backlog
- d) Your Ratio of Net Worth divided by Backlog

The letter may be scanned and emailed to aqc@abc.org. Please be sure your company's name is mentioned at the top of the letter.

D. Does your company have a quality control program or manual? **Yes** **No**

2. Safety

A. What was your company's STEP designation for 2013?

Diamond Platinum Gold Silver

If your company received STEP Silver, please read the enclosed memo for additional information.

As a reminder, STEP certification is required annually for AQC participation. Please be sure your company completes this process in 2014. Information may be found at www.abc.org/STEP.

B. Do you have a written substance abuse program that includes a drug/alcohol screening policy?
Yes No

C. Has your company signed the Construction Coalition for a Drug- And Alcohol-Free Workplace's pledge at www.drugfreeconstruction.org? (Required for recertification)
Yes No

D. Does your company perform job-site hazard analyses before work commences?
Yes No

E. Does your company conduct a new employee safety orientation? **Yes** **No**

3. Craft Training

Does your company self-perform any work? **Yes** **No**

If no, please skip to question 4.

If yes, please provide copies of your curriculum, training schedule, curriculum assessments and examples of training announcements or notices. Please do not include information regarding OSHA, first aid or CPR.

4. Community Relations, Image and Diversity

A. In the past year, has your company participated in, or encouraged its employees to participate in, civic-oriented and/or community activities (e.g. toy drives, athletic team sponsorships, United Way)? **Yes** **No**

If yes, please provide examples of activities during 2013 below. If necessary, please attach a separate sheet. If you are recertifying for multiple ABC chapters, please include examples from each office location.

B. In the past 5 years, has your company participated in construction activities that positively affect your community and the image of the community (e.g. Habitat for Humanity, charitable fix-up efforts and/or building, school projects)?

Yes No

If yes, please provide examples of activities during 2013 below. If necessary, please attach a separate sheet. If you are recertifying for multiple ABC chapters, please include examples from each office location.

C. Does your company have a policy statement on diversity?

Yes No

If yes, please provide a copy of the statement.

5. Employee Benefits

In 2013, my company... **decreased** **maintained** **enhanced** its commitment to employee benefits. *If you indicated a decrease or an enhancement, provide details below.*

6. Management Training

In 2013, my company... **decreased** **maintained** **enhanced** its commitment to management training. *If you indicated a decrease or an enhancement, provide details below. If you are recertifying for multiple offices, please consider that in your response.*

I have accurately answered each of the questions in this application to the best of my ability. I understand that Associated Builders and Contractors is authorized to request additional information to assist its efforts in authenticating this application. I understand that ABC reserves the right to audit this application. ABC National has ownership of the materials provided and has the permission of this company to refer its name to construction buyers and other construction users.

Company name: _____

Person completing the form: _____
(This is the person who will be contacted by ABC with any questions and will be provided recertification documents)

Email of person completing the form: _____

Print Name & Title of Company Principal: _____

Signature of Company Principal: _____

Date: _____