ACCREDITATION CRITERIA FOR AGENCIES PERFORMING FIELD INSPECTION OF
FIRE DOOR ASSEMBLIES (IN SITU INSPECTION)

AC415

February 2015
(Effective April 1, 2015)
(Previously issued October 2011)

PREFACE

The attached accreditation criteria has been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria was developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and is effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with this criteria. If the criteria is an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. This criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

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1.0 INTRODUCTION

1.1 Purpose: The purpose of this accreditation criteria is to specify requirements for IAS-accredited inspection agencies (IBs) performing inspections of fire door assemblies installed in the field. Inspection Agencies (IBs) complying with this criteria will have demonstrated the ability to deal with the subject matter, the work, or the project.

1.2 This criteria is limited to inspection only as specified in NFPA Standard 80, section 5.2.1 through 5.2.14.5, and does not apply to the products or the design or performance characteristics of the products. This criteria is considered a supplemental requirement to ISO/IEC 17020 and to IAS Accreditation Criteria for Inspection Agencies (AC98) for agencies seeking to conduct inspections of listed fire-rated doors installed in the field.

1.3 This criteria specifically excludes listing of field-installed fire doors and specifically excludes surveillance of the product unless periodic surveillance is directed by the authority having jurisdiction (AHJ).

2.0 REFERENCES AND NORMATIVE DOCUMENTS: Publications listed below refer to current editions (unless otherwise stated), current editions of related construction codes published by the International Code Council or codes duly adopted by the relevant jurisdiction.


2.2 ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.

2.3 NFPA Standard 80 Standard for Fire Doors and Other Opening Protectives, Sections 5.2.1 through 5.2.14.5 only.

2.4 IAS Accreditation Criteria for Inspection Agencies (AC98).

2.5 IAS Rules of Procedure for Inspection Agency Accreditation.

2.6 ISO/IEC Standard 17065, Conformity assessment – Requirements for bodies certifying products, processes and services.

2.7 IAS Policy on Accreditation Certificate Validity.

2.8 IAS Policy on Authorized Signatories.

2.9 IAS Policy on the Expansion of the Scope of Accreditation of Accredited Testing Laboratories and Inspection Agencies.

3.0 DEFINITIONS

3.1 Approved: Acceptable to the code official or authority having jurisdiction.

3.2 Authority Having Jurisdiction (AHJ): An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or procedure.

3.3 Certification Mark: The mark or symbol applied by the listing agency to indicate conformance to the relevant product safety standard(s), and to other applicable requirement(s) as directed in this criteria.

3.4 Inspection Body (IB): An organization furnishing inspection services under this criteria, accredited by IAS in accordance with documents referenced in Sections 2.2 and 2.4, and this criteria. Inspection bodies may be third party, second party, or internal department per referenced document 2.2. Inspection bodies are referred to as IBs in this criteria.

3.5 Inspection Label: For this criteria, a label, whether serialized or not, indicating that the fire door was inspected in situ in accordance with the document referenced in Section 2.3 of this criteria. The inspection label shall include the date of inspection including the year and the listing number of the inspection agency. The label shall state only that the door has been inspected. EXAMPLE: Inspected per NFPA 80 Section 5.2 only.

3.6 Inspector: Personnel appropriately trained and qualified to inspect products or systems or types of products or systems in a field installation.

3.7 Listed: Equipment, materials, or services included in a list published by an organization acceptable to the AHJ and concerned with evaluation of products or services. The organization maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and the listing states either that the equipment, material, or service meets identified standards or that it has been tested and found suitable for a specified purpose. For this criteria, a label is considered evidence of listing.

3.8 Listing Agency: An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved. An organization accredited under ISO/IEC Standard 17065 to list a product by a recognized Accreditation Body (AB) that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA). Refer also to definition of Listed.

3.9 Qualified Person: A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with the subject matter, the work, or the project.

3.10 Technical Manager: Personnel specifically designated as responsible for oversight and approval, and
for assuring the quality and technical competence of inspections conducted.

4.0 GENERAL REQUIREMENTS

4.1 Required: The organization seeking accreditation under this criteria must meet all requirements referenced in Sections 2.2 and 2.4 of this criteria.

4.2 Assessment by IAS

4.2.1 Prior to accreditation under this criteria, the IB is required to undergo a field assessment by IAS. The purpose of this assessment is to evaluate the inspection procedures and a sampling of the competence of agency personnel performing the inspection.

4.2.2 IAS field observation of the IB’s personnel under this criteria is required every two years. Depending on the number of personnel employed by the IB (staff and/or contract), a sampling of personnel may be observed. Scheduling for field observations may be flexible, depending on inspection contracts.

4.3 Required Personnel

4.3.1 Technical Manager: The IB shall designate Technical Manager(s) (by whatever name) who will have responsibility for technical management of the inspection operations. This person shall have defined and documented authority and responsibility, and must meet the following:

4.3.1.1 The Technical Manager shall be specifically designated in writing as an authorized signatory to review inspection reports. The Technical Manager shall be a permanent employee of the inspection body.

4.3.1.2 The Technical Manager shall be a qualified person and have at least five years of demonstrated experience in fire door assembly inspection or operational testing of fire door assemblies, and/or professional certification with demonstrated field inspection experience in commercial fire door assemblies.

4.3.1.3 The Technical Manager or his approved designee shall physically observe inspectors in the field at an interval not to exceed two years, and documentation shall be maintained of the field observation, including a copy of the report from the inspection observed. Such observation is in addition to field observation by IAS, but may be conducted concurrently. A single person inspection body may use the IAS field observation to comply with this requirement.

4.3.1.4 The Technical Manager or his approved designee shall review reports issued in the field to assure that the reports are complete and have sufficient and appropriate technical information.

4.3.2 Inspector: The IB shall designate inspectors (by whatever name) to conduct inspections. The inspector may be staff or contract personnel. If the inspector is on contract, then the inspector shall be under direct contract to the IB. Inspectors must have defined and documented responsibilities and authority, and have the following qualifications:

4.3.2.1 The inspector shall be appropriately trained and qualified in fire door inspections by a qualified agency acceptable to IAS and trained by the IB in their current inspection techniques, in use of any test and measuring equipment required, and in the IB’s quality management system (QMS), including inspection procedures. The IB shall document the inspector’s appropriate training and qualification, and conduct refresher training at an interval not to exceed every two years or more frequently to address revisions to the standard or criteria.

4.3.2.2 The inspector shall have appropriate and adequate experience under the Technical Managers’ supervision, in addition to appropriate training and qualification, to conduct the inspections in the field. The Technical Manager may take appropriate consideration for professional certification in fire door assembly inspection. The IB shall maintain records of the qualifications and training, including the date of qualification.

4.3.2.3 The inspector shall have documented training in accordance with the document referenced in Section 2.3. The IB shall have personnel with specific expertise in the types of fire door assemblies they inspect. Each category of fire door assembly as defined in referenced document 2.3 requires separate documentation of the training successfully completed by the IB’s personnel.

5.0 TECHNICAL REQUIREMENTS FOR THE IB

5.1 The IB shall assure that fire door assemblies inspected meet the requirements of the document referenced in Section 2.3 of this criteria and information documented shall be maintained as a part of the report under Section 6.0.

5.2 The IB shall have test and measuring equipment used in the inspection which shall meet requirements of ISO/IEC 17020. Calibration of test and measuring equipment must be traceable to national or international standards of measurement by a calibration provider accredited to ISO/IEC Standard 17025, by an accrediting body that is a signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement (MRA). Records of the calibrations shall be maintained. The IB must be able to identify which equipment is used for each evaluation.

5.3 Where listed products are utilized in fire doors inspected and tested, the IB shall record the description and listing information (e.g., listed by a listing agency) that is visible on the listed product.

5.4 The IB shall have a policy and procedure to observe inspectors in the field prior to qualification. Records of the observations shall be maintained.

5.5 Digital (electronic) records may be maintained in lieu of hard copies. The IB must have procedures to assure that once a report is complete it cannot be tampered with, that reports in progress are protected against unauthorized modification, and that reports are backed up (with a copy of the backup to be maintained off-site). Documents may be sent digitally (electronically) so long as protection against subsequent modification of the document is assured. Up-to-date antivirus and similar protection software shall be employed to protect computers giving access to the reports.
5.6 Subcontracting of inspections to another organization under this criteria is allowed providing the subcontracted organization is also accredited under this criteria. Both IB organizations must maintain copies of the report, and documentation of the inspector qualifications and training, including refresher training. The Technical Manager employed by the primary IB must conduct a review of the report.

5.7 Upon completion of the required inspection, the inspector shall affix an inspection label, in accordance with Section 3.5 of this criteria, to each fire door assembly inspected.

5.8 The IB shall conduct management review of the organization’s management system at least once every 12 months. Management review shall include in situ inspection of fire-rated door assemblies as a separate topic, and the information reviewed must include, at a minimum: number of inspections conducted, number of field observations of inspectors completed and the adequacy of inspection procedures. Records of the management review shall be maintained to include date, attendees, and the topic as required in this section.

6.0 REQUIRED REPORT INFORMATION

6.1 Reports shall accurately and clearly outline the results of inspections. The report shall be maintained by the IB in accordance with record retention time specified in the agency’s management system, but not less than four years. The report shall be provided to the responsible person at the location of the evaluation or building owner. A copy of the report shall be provided to the AHJ upon written request from the AHJ. Report formats may vary, but reports must be easily understandable and readable.

6.2 In addition to the requirements listed in the standard referenced in Section 2.2 of this criteria, inspection reports shall contain the following information:

6.2.1 Name, address, phone number, designated contact person (e.g., engineer), and accreditation information (accreditation body logo and accreditation number) of the IB.

6.2.2 Name, address, phone number, contact information for responsible persons at the location of the field inspection.

6.2.3 The project identifier, which shall be a unique identifier.

6.2.4 Each fire door assembly within a structure or a space shall be identified by a unique code, number, or symbol that will be used to track its inspection history in the inspection report.

6.2.5 If the report is an amended/revised report, the amendment or revision information must be clearly identified.

6.2.6 Date(s) and arrival and departure times of the inspection.

6.2.7 Description of the location of the fire door assembly within the structure or space. The description shall include the identifier in Section 6.2.4.

6.2.8 Results of inspections witnessed or performed, including sufficient detail to establish that the installed fire door assemblies comply or do not comply with the document referenced in Section 2.3 of this criteria.

6.2.9 Non-compliance items shall be listed on the report with a citation that references the applicable requirement in accordance with Section 2.3.

6.2.10 Photographs (digital or film) of the product and the applied inspection label may be included, where photographs are possible.

6.2.11 Information recorded in accordance with Section 5.3 of this criteria shall be included in the report.

6.2.12 Date that the report was prepared.

6.2.13 A statement that the report addresses only the fire door assembly(ies) described in the report, as witnessed at the time of the inspection.

6.2.14 Name, title, and signature of the inspector who conducted the inspection.

6.2.15 Name, title, and signature of the responsible person at the location of the inspection (e.g., building owner or manager). The signature indicates only that the inspections are conducted and may be on a separate form or on the report.

6.2.16 If the inspection is subcontracted, that must be specifically stated, with the accreditation information of the subcontracted organization included.

6.2.17 Name, title, and signature of the Technical Manager, upon completion of the review.