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ACCREDITATION CRITERIA FOR FABRICATOR INSPECTION PROGRAMS FOR WOOD WALL PANELS

AC196

**May 2004
(Effective June 1, 2004)
(Editorially revised October 23, 2008)**

(Previously issued September 2002 and June 2003)

PREFACE

The attached accreditation criteria has been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced in the accreditation criteria. 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 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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ACCREDITATION CRITERIA FOR FABRICATOR INSPECTION PROGRAMS FOR WOOD WALL PANELS

1.0 INTRODUCTION

1.1 Purpose: The purpose of this accreditation criteria is to specify a quality assurance program for IAS-accredited fabricators of wood wall panels. Fabricators complying with this criteria will have demonstrated that they have the personnel, organization, experience, knowledge and commitment to fabricate wood wall panels in accordance with specified requirements. IAS-approved fabricators operate under a documented quality system developed in concert with an inspection agency that conducts unannounced inspections to verify continued compliance with this criteria.

1.2 Scope: This criteria applies to fabricators of “conventionally framed wood wall panels,” complying with the design and construction requirements of Chapter 23 of the 1997 *Uniform Building Code*[™] (UBC) and Chapter 23 of the 2000 *International Building Code*[®] (IBC).

Fabricators complying with this criteria will be recognized as approved in accordance with Section 1701.7 of the UBC and Section 1704.2.2 of the IBC.

Compliance with this criteria fulfills the requirements for periodic special inspection required by Section 1707.3 of the IBC.

This criteria is limited to fabrication only and does not apply to the fabricated products or the design or performance characteristics of the products.

2.0 REFERENCES

2.1 1997 *Uniform Building Code*[™], International Conference of Building Officials (ICBO).

2.2 2003 *International Building Code*[®], International Code Council.

2.3 ANSI/ISO/ASQC Q9001-1994, Quality Systems—Model for Quality Assurance in Design, Development, Production, Installation and Servicing.

2.4 ISO/IEC Standard 17020, General criteria for the operations of various types of bodies performing inspection.

3.0 DEFINITIONS

3.1 Approved Fabricator: An established and qualified person, firm or corporation approved by the building official pursuant to Section 1701.7 of the UBC and/or Section 1702 of the IBC.

3.2 Inspection Agency: An agency furnishing inspection services, accredited by IAS in accordance with the IAS Accreditation Criteria for Inspection Agencies (AC98).

3.3 Wood Wall Panels: Factory-assembled, conventionally framed wood wall panels meeting the requirements of Chapter 23 of the 2003 IBC.

4.0 GENERAL REQUIREMENTS

4.1 Quality System

4.1.1 The approved fabricator shall establish and implement a fully documented quality system. This documented quality system shall describe the fabricator's procedures for ensuring that fabricated products meet the specified requirements.

4.1.2 The fabricator, in concert with an IAS-accredited inspection agency, shall prepare and submit to IAS its documented quality assurance system, including a cross-reference matrix ensuring that the data in Section 5.0, the statements in Section 6.0, and the written procedures noted in Section 7.0 of this acceptance criteria have been incorporated.

The submitted quality assurance document shall be signed and dated by an authorized representative of the fabricator.

4.1.3 The submitted cross-reference matrix shall be signed and dated by an authorized representative of an IAS-accredited inspection agency, attesting that the agency has reviewed the fabricator's documented quality system. The purpose of the agency's review is to ensure that there is adequate detail for the agency to properly perform its inspection functions.

4.2 Follow-up Inspections: The fabricator shall obtain the services of an inspection agency, which is accredited for the specified discipline, to conduct, at a minimum, quarterly unannounced inspections (four per year) of the fabrication facility.

4.3 Assessment by IAS: Prior to recognition, the fabricator is required to undergo an on-site assessment by IAS. This assessment will be conducted jointly with the inspection agency. The purpose of this joint assessment is to determine compliance of the fabricator with the documented quality system, and to assess the inspection procedures of the inspection agency.

After the initial year of accreditation, fabricators are subject to an on-site surveillance assessment by IAS, and every two years thereafter. Reference Section 6.0 of the IAS Rules of Procedure for Accreditation of Fabricator Inspection Programs.

4.4 Quality Manager: The fabricator shall designate a quality manager who is independent of production, and who, irrespective of other responsibilities, shall have defined responsibility and authority for the following:

4.4.1 Maintaining the fabricator's documented quality assurance system.

4.4.2 Monitoring the effective implementation of the fabricator's documented quality assurance system.

4.4.3 Assuring that periodic internal audits are conducted and documented, and that corrective actions are implemented.

4.4.4 Assuring that annual management reviews are conducted and documented.

4.4.5 Ensuring that all production and quality records are properly maintained.

4.4.6 Reviewing all fabrication procedures and specifications before they are used in fabrication operations.

4.5 In-house Quality Control Inspector: The fabricator shall designate an in-house quality control inspector who must:

4.5.1 Be familiar with codes and specifications which apply to the fabrication work performed.

4.5.2 Be familiar with production drawings, material specifications, material grading and tolerance levels.

4.5.3 Be responsible for overall workmanship and compliance to plans and specifications.

4.5.4 Be responsible for ensuring that only fabricated items that meet the required specifications are labeled or otherwise identified as complying.

4.5.5 Be responsible for ensuring that all required inspections are properly carried out at appropriate stages of fabrication.

4.5.6 Be responsible for ensuring that the final products can be traced back to the incoming raw materials, the quality assurance records and the individual fabrication personnel.

4.6 Fabrication Personnel: The fabricator shall ensure that the following conditions are met:

4.6.1 All fabrication personnel are qualified to perform their assigned tasks based on education, training and/or experience. Appropriate records of training and experience must be maintained.

4.6.2 All fabrication personnel have an identifying number, letter or symbol for the purpose of traceability.

5.0 REQUIRED DATA

The following information shall be included in the quality system submittal:

5.1 The name, street address and telephone number of the fabrication facility.

5.2 A floor plan of the fabrication facility.

5.3 A list of major production equipment, keyed to the floor plan.

5.4 A list of typical items fabricated.

5.5 A list of qualified fabrication personnel.

5.6 The names of the quality manager and his designated deputy in case of his absence.

5.7 The names of the in-house control inspector and his designated deputy in case of his absence.

5.8 An organizational chart of the fabricator, including the names of the responsible quality assurance personnel. This chart shall show the relationships among the management, quality manager, in-house quality control inspector, deputy in-house inspector and fabrication personnel.

5.9 Specifications and means of identification for all incoming raw materials.

5.10 A list of approved vendors, including any testing agencies use to verify fabrication procedures.

5.11 A list of test and measuring equipment used for the quality functions of the fabricator.

6.0 REQUIRED STATEMENTS

The following statements shall be provided in the quality system submittal:

6.1 A policy statement that includes the following elements:

6.1.1 All activities of the organization shall be directed in such a manner as to ensure that the quality requirements of this criteria will be met.

6.1.2 The elements of the quality assurance program shall be disseminated to all responsible personnel.

6.2 The documented quality system shall be reviewed, at a minimum, annually.

6.3 IAS shall be notified, in writing, prior to any cancellation of the inspection agreement with the inspection agency.

6.4 Copies of reports of inspections conducted by the inspection agency, if they note major quality deficiencies, shall to be forwarded by the fabricator to IAS within 10 days of the major deficiency's being reported.

6.5 The fabricator shall notify the inspection agency when the fabrication facility is to be closed for extended time periods other than for normally scheduled periods for maintenance or vacations. IAS and the inspection agency shall be notified prior to resumption of operations.

6.6 IAS shall be notified in writing if the required, unannounced, follow-up inspections have not been conducted by the inspection agency.

6.7 The fabricator shall promptly investigate and respond to IAS or a building official when apprised of complaints regarding the noncompliance of fabricated product with stated specifications.

7.0 REQUIRED WRITTEN PROCEDURES

The fabricator shall submit written procedures for the following:

7.1 Contract Review: Review of new work to ensure that the needed resources exist to fulfill the contract requirements.

7.2 Document Control: Control of documents and data relating to the quality functions of the fabricator. This control shall include the following:

7.2.1 A means of document approval.

7.2.2 A means to ensure that only current, approved documents are used.

7.2.3 A means of ensuring that documents are available at all locations where necessary for the proper functioning of the quality system.

7.3 Purchasing

7.3.1 Determining that purchased products will conform to specified requirements.

7.3.2 Evaluation of subcontractors for their ability to meet subcontract requirements (if applicable).

7.4 Product Traceability: Traceability of the finished product to:

7.4.1 Incoming raw materials.

7.4.2 Responsible fabrication personnel.

7.4.3 Plans and specifications.

7.4.4 Quality records.

7.4.5 Production records.

7.5 Process Control

7.5.1 For developing fabrication drawings and specifications that conform with the contract requirements.

7.5.2 Verification of the following:

7.5.2.1 Proper materials.

7.5.2.2 Proper assembly.

7.5.2.3 Dimensions and accuracy.

7.6 Inspection and Testing

7.6.1 Inspection of incoming raw materials and review of certificate of compliance to ensure compliance with purchasing documents.

7.6.2 Inspection of finished product.

7.7 Control of Inspection, Measuring and Test Equipment

7.7.1 The maintenance schedule and calibration procedures for fabrication equipment.

7.7.2 Ensuring traceability of calibration to nationally recognized standards.

7.8 Control of Nonconforming Product: Methods of identifying, segregating, and assigning the disposition of nonconforming:

7.8.1 Incoming materials.

7.8.2 Product in production.

7.8.3 Finished product.

7.9 Corrective Action: Investigating, documenting and correcting non-conformance.

7.10 Handling and Storage: Identifying and storing incoming materials and finished products.

7.11 Internal Audits: The frequency, method of documentation and the content of internal audits to determine the effectiveness of the quality system. An in-depth internal audit of the implementation of the complete documented quality system shall be conducted at appropriate intervals but not less than once per year.

7.12 Control of Quality Records: Methods for storing, maintaining and accessing quality control records.

Records shall be maintained for a minimum of two years, and shall include at a minimum:

7.12.1 In-house quality inspection reports, forms, checklists.

7.12.2 Mill test reports and certificates of compliance from vendors, for incoming raw materials.

7.12.3 Copies of inspection reports by the inspection agency.

7.12.4 Records of internal audits and management reviews.

7.12.5 Training and qualification records.

7.12.6 Evaluations of vendors and subcontractors.

7.13 Training: Procedure for training all personnel who have an effect on the quality of the finished product.■