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 Scope: This criteria sets forth the requirements for obtaining and maintaining International Accreditation Service, Inc. (IAS), inspection agency ("agency") accreditation and for the qualifying data that must be submitted relating to the scope of inspection for which accreditation is sought. This criteria supplements the IAS Rules of Procedure for Inspection Agency Accreditation.

1.2 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.


1.2.2 IAS Rules of Procedure for Inspection Agency Accreditation.

1.2.3 ILAC P15, Application of ISO/IEC 17020:2012 for the Accreditation of Inspection Bodies.

1.2.4 IAS Policy on Accreditation Certificate Validity.

1.2.5 IAS Policy on Authorized Signatories.

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

2.0 BASIC INFORMATION

The following basic information is necessary:

2.1 Data showing compliance with the IAS Rules of Procedure for Inspection Agency Accreditation.

2.2 Data showing compliance with ISO/IEC Standard 17020:2012, Conformity assessment – requirements for the operation of various types of bodies performing inspection.

3.0 SUPPLEMENTAL REQUIREMENTS

Inspection Reports: Inspection reports shall accurately and clearly outline the results of inspections. In addition to the requirements listed in Section 7.4 of ISO/IEC Standard 17020, inspection reports shall contain the following information, as applicable:

3.1 Inspection date, and arrival and departure times of the inspector.

3.2 Information pertaining to review of incoming-material records.

3.3 Products inspected.

3.4 Any changes in supervisory personnel, vendors, production or process, and equipment relating to the product inspected.

3.5 Results of tests observed or performed.

3.6 Information pertaining to review of labeling and label control system.

3.7 Evidence that the inspector has checked product traceability from incoming material to finished product through product records.

3.8 Resolution of any discrepancies noted during previous inspections.

3.9 Description of samples obtained, if any, including quantity, dimensions and relevant physical characteristics.

3.10 Information pertaining to review of calibration records for manufacturing and test equipment.

3.11 Signatures of the inspector and a manufacturer’s representative.

4.0 APPLICATION OF ISO/IEC 17020:2012

The ILAC P15 document forms the basis of mutual recognition arrangements between accreditation bodies and is considered necessary for the consistent application of ISO/IEC 17020:2012. This document is available free of charge from the International Laboratory Accreditation Cooperation (ILAC) website at http://ilac.org/publications-and-resources/ilac-documents/procedural-series/.

5.0 TRAINING, AUTHORIZATION AND SUPERVISION/MONITORING OF INSPECTORS

Inspection agencies shall have procedures for the training and supervision/monitoring of inspectors. Detailed records of training and supervision/monitoring activities and authorization of inspectors shall be maintained and be made available for review by IAS during on-site assessments, re-assessments and surveillance visits.

5.1 Inspector Training: All inspectors shall undergo training in specific competencies by a supervisor or senior inspector or shall obtain training/education through other formal arrangements that are applicable to the inspector’s duties. Plans for continued training to keep pace with developing technology shall be considered.

All such training shall be documented by the inspection agency.

5.2 Supervision/Monitoring of Inspectors

5.2.1 To ensure consistency in inspections and compliance with accreditation requirements, inspection agencies shall have an effective supervision/monitoring system for their inspectors. Section 6, Resource requirements, of ISO/IEC Standard 17020 provides multiple alternatives to comply with this requirement.

5.2.2 Each inspector shall undergo annual review of his/her performance in conducting inspections by the agency. The annual review shall, at a minimum, include: review of the inspector’s reports for adequacy and completeness, compliance of the inspector with the agency’s internal SOPs and client feedback.

5.2.3 Inspectors shall be monitored periodically in the field but not less than once every three years. Inspector monitoring schedules may be based on the inspector’s performance. Inspectors who grade well in field
monitoring and grade well in accordance with the criteria in Section 5.2.2, above, may have field monitoring intervals extended, to a maximum of four years. Conversely, inspectors not grading well shall be monitored yearly until an acceptable level of performance is demonstrated. The agency shall retain records of the monitoring of its inspectors.

**Note 1:** Prior to formally authorizing an inspector, an on-site observation may be beneficial.

**Note 2:** Agencies whose inspectors are observed conducting inspections in the field by an IAS assessor during the reassessment process satisfy the once-in-three-year field monitoring requirement outlined in Section 5.2.3. However, the inspection agency is still required to maintain annual performance review records required under Section 5.2.2.

**5.3 Authorization:** The inspection body shall maintain records of formal authorizations given to inspectors to perform work, including the authorized inspection activity, beginning of the authorization, the identity of person who performed the authorization and, where appropriate, the termination date of the authorization.

**6.0 MANAGEMENT SYSTEM**

**6.1 Management Review:** In accordance with a predetermined schedule and procedure, the agency's top management shall periodically (a minimum of once per year) conduct a review of the agency's management system and inspection activities to ensure their continuing suitability and effectiveness, and to introduce necessary changes or improvements. The review shall take account of:

- Follow-up actions from previous management reviews,
- Suitability of policies and procedures,
- Reports from managerial and supervisory personnel,
- Outcome of recent internal audits,
- Corrective actions,
- Assessments by external bodies,
- Changes in the volume and type of the work,
- Customer feedback,
- Complaints and appeals,
- Staff resourcing and training.

*These reviews shall be conducted at least once a year. Alternatively, a complete review broken up into segments shall be completed within a 12-month time frame.*

**Note:** Results of management reviews should feed into the inspection agency’s planning system and should include the goals, objectives and action plans for the coming year.

**6.2 Internal Audit:** The inspection body shall conduct internal audits covering all procedures in a planned and systematic manner, in order to verify that the management system is implemented and is effective. Internal audits shall be performed at least once every 12 months. Such audits shall be carried out by trained and qualified personnel who are, wherever resources permit, independent of the activity to be audited.

**6.3 Management System Option:** IAS reserves the right to review the management system of inspection bodies pursuing accreditation with IAS under Option B of ISO/IEC Standard 17020:2012.

**7.0 SUBCONTRACTING**

Sub-contracting is permitted only to Inspection Agencies (AA) that are accredited to the same scope of inspections by an accreditation body that is a partner with IAS in a Mutual Recognition Arrangement for inspections. A list of subcontractors must be maintained.

**8.0 CONTRACT WITH INDIVIDUAL INSPECTORS**

Inspection Agencies may have contracts with individuals with the required competencies, including, where needed, the ability to make professional judgments, to perform the type, range and volume of its inspection activities. These individuals must operate under the inspection agency’s management system.

**9.0 ASSESSMENT**

**9.1** Prior to accreditation, inspection agencies shall be subject to an on-site assessment by IAS. This assessment is to determine compliance with this criteria (AC98) and to evaluate expertise in the area(s) of inspection where accreditation is sought.

**9.2** After the initial year of accreditation, inspection agencies are subject to an on-site surveillance assessment. The surveillance assessment shall include review of at least the following: internal audit reports, minutes of management review meetings, any changes in key personnel or facilities, and information on any other significant changes in the management system of the inspection agency.

**9.3** IAS will conduct an on-site reassessment of accredited inspection agencies at a minimum of once every two years after the first surveillance visit, for verification of continued compliance with IAS accreditation requirements.

**10.0 WITNESSING INSPECTION ACTIVITIES**

IAS will periodically witness actual on-site inspections by each inspection body. The minimum amount of technical witnessing per inspection body is:

**10.1** One activity in each major category of inspection prior to the granting of accreditation.

**10.2** One activity relating to each major sub-area of the major disciplines of the inspection body’s scope of accreditation at least every four years.

**11.0 ADDITIONAL REQUIREMENTS FOR AGENCIES PERFORMING INSPECTIONS AT IAS-ACCREDITED FABRICATORS**

IAS-accredited agencies that conduct quarterly inspections of IAS-accredited fabricator inspection programs shall prepare and submit to IAS a cross-reference matrix to the fabricator’s management system manual showing that the manual addresses the general requirements in Section 4.0, data in Section 5.0 (6.0 in
AC472), the statements in Section 6.0 (7.0 in AC472), and the written procedures noted in Section 7.0 (8.0 in AC472) of the IAS Accreditation Criteria for Fabricator Inspection Programs for Structural Steel (AC172), or the IAS Accreditation Criteria for Fabricator Inspection Programs for Reinforced and Precast/Prestressed Concrete (AC157), or the Accreditation Criteria for Fabricator Inspection Programs for Wood Wall Panels (AC196), or the Accreditation Criteria for Inspection Programs for Manufacturers of Metal Building Systems (AC472), as applicable.

The cross-reference matrix must be signed and dated by an authorized representative of the IAS-accredited inspection agency attesting that the agency has reviewed the fabricator’s management system and that it is sufficiently compliant with the applicable accreditation criteria to schedule an on-site joint assessment with IAS.