

INTERNATIONAL ACCREDITATION SERVICE, INC.

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RULES OF PROCEDURE FOR THIRD-PARTY PERMITTING, PLAN REVIEW AND INSPECTION SERVICE PROVIDER ACCREDITATION

1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures for accreditation of third-party permitting, plan review and inspection service providers ("third-party service providers") by the International Accreditation Service (IAS).

Accreditation by IAS conveys formal recognition that a third-party service provider has demonstrated that it is technically competent to administer an effective system of permitting, plan review and inspection services that is fair, equitable and benefits the community it serves. Accreditation attests to compliance by the third-party service provider to the IAS Accreditation Criteria for Third-party Permitting, Plan Review and Inspection Service Providers (AC402). Accreditation is no longer valid upon suspension, cancellation, revocation or expiration of the accreditation.

2.0 APPLICATION

2.1 General

Applications for accreditation of third-party service providers shall be filed on forms provided for that purpose. Applications will not be accepted unless they are fully executed in the manner required by IAS.

In conjunction with each initial and reaccreditation application, an Application for Branch Office shall also be filed for each additional office that is to be covered under the initial accreditation. Each additional office form requires the signature of both the principal applicant and the authorized representative of each such additional office.

2.2 Fees

2.2.1 Initial Application

2.2.1.1 Each initial application shall be accompanied by the basic new application fee as set forth on the IAS fee schedule.

2.2.1.2 Initial accreditation shall be valid for a two-year period from the accreditation date.

2.2.1.3 The filing fees include issuance of the accreditation certificate.

2.2.1.4 Fees to reinstate expired or canceled accreditation shall be the same as the basic new application fee.

2.2.1.5 The basic accreditation fee covers accreditation of one third-party service provider office. Each additional branch office requires a supplementary application and accreditation fee as set forth on the IAS fee schedule.

2.2.2 Reaccreditation Application

2.2.2.1 An application for reaccreditation shall be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable reaccreditation fee set forth on the IAS fee schedule. When a branch office appears on the accreditation, an application must also be submitted for each branch office.

Application for reaccreditation shall be for a two-year period.

2.2.2.2 Reaccreditations not completed by the renewal date will be subject to cancellation.

2.2.3 Fee Modifications: The IAS president may, in his/her sole discretion, modify fees referenced in Section 2.2 for extenuating circumstances.

2.2.4 Cancellations: Initial request applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, will be subject to cancellation, unless such term is extended by the IAS president or his/her designee.

2.2.5 Nonrefundable: All IAS fees are nonrefundable.

2.2.6 Taxes and charges: All sales, use, excise, value-added and similar taxes and charges are the responsibility of the applicant, and the applicant agrees to reimburse IAS for any such taxes and charges imposed on IAS with respect to services provided by IAS to the applicant.

3.0 DATA

3.1 For initial applications, one complete set of data in hard copy format and one set in electronic format must be submitted with each application. Brochures, pamphlets and other documents which are in commercially-printed format must be submitted as hard copies rather than electronically. Ten copies of commercially-printed documents must be submitted for distribution to evaluation team members and for use in the final evaluation report.

3.2 Data and documentation must be submitted for the headquarters and all additional offices of a third-party service provider seeking accreditation indicating compliance with the IAS Accreditation Criteria for Third-party Permitting, Plan Review and Inspection Service Providers (AC402).

3.3 The name of the responsible officer, the headquarters address and the addresses of all branch offices, if any, of the third-party service provider must be submitted.

4.0 PROCESSING

4.1 Upon receipt of the initial application and fee, a file number is assigned and a package consisting of the Rules of Procedure for Third-party Permitting, Plan Review and Inspection Service Providers, the IAS Accreditation Criteria for Third-party Permitting, Plan Review and Inspection Service Providers, and a set of detailed instructions will be provided to the applicant.

4.2 Documentary evidence of compliance with the accreditation criteria AC402 must be submitted by the applicant.

4.3 Upon receipt of the documentary evidence noted in Section 4.2 above, an IAS evaluation team leader is assigned to the project in consultation with the applicant. The IAS evaluation team leader reviews the documentation, establishes an evaluation team, and in consultation with the applicant, schedules an on-site evaluation visit.

4.4 Prior to the full evaluation, the IAS evaluation team leader and an expert shall conduct a pre-evaluation visit to determine the degree of compliance with the accreditation criteria, and will provide the applicant with appropriate findings.

Following the pre-evaluation visit, in consultation with the applicant, the full evaluation visit will be scheduled at the team leader's discretion, not to exceed 180 days following the pre-evaluation visit.

4.5 At the conclusion of the on-site full evaluation visit and upon determination by the IAS evaluation team leader and IAS that the applicant possesses the expertise, facilities and independence to competently provide the services, an evaluation report and recommendation are forwarded to the IAS Accreditation Review Committee—Building Departments (ARC-BD). The ARC-BD shall render a decision in accordance with the Rules of Operation of the IAS Accreditation Review Committees.

4.6 A favorable action by the ARC-BD results in the issuance of the accreditation certificate.

4.7 The ARC-BD may return the evaluation report to the IAS evaluation team leader if the ARC-BD determines that there are areas requiring further review prior to accreditation. A follow-up on-site evaluation visit may be necessary to verify IAS evaluation team findings. Upon resolution of the ARC-BD concerns/comments, a new recommendation is provided for ARC-BD consideration.

4.8 Annual Reports and Evaluations

4.8.1 Prior to accreditation, whether on initial application or upon reaccreditation, on-site evaluations are conducted by IAS certified evaluators or authorized representatives that comprise the IAS evaluation team, to evaluate the expertise of the third-party service provider and its compliance with the accreditation criteria (AC402). On-site evaluations are conducted at the applicant's headquarters and branch offices, if any. Construction sites will also be visited to evaluate the performance of the inspection process. Based on the scope of the accreditation being sought, it may be necessary for the IAS evaluation team to conduct evaluations of the offices of any jurisdiction that contracts with the applicant.

4.8.2 All IAS accredited third-party service providers shall be subject to an on-site surveillance evaluation at the conclusion of the initial year of accreditation. In addition,

IAS accredited third-party service providers shall be subject to an on-site re-evaluation at a minimum of once every two years from the initial date of accreditation.

4.8.3 At the end of the first year of accreditation, and annually thereafter, the accredited third-party service provider shall complete and forward to IAS an annual report providing information required as set forth in Section 11.0 of AC402.

4.8.4 IAS accredited third-party service providers shall notify IAS in writing within thirty days if there are changes in:

4.8.4.1 Corporate name or address or ownership.

4.8.4.2 The principal technical officer or key supervisory personnel.

4.8.4.3 Facilities, policies or procedures that might affect accreditation.

4.8.5 In case the annual report, as required by Section 11.0 of AC402, reveals substantial changes in the service, an on-site surveillance evaluation may be necessary to maintain accredited status.

4.8.6 IAS will conduct on-site re-evaluation of accredited third-party service providers at a minimum of once every two years for verification of continued compliance with IAS accreditation requirements. The ARC-BD shall have the authority to require additional on-site evaluations as it deems necessary.

5.0 EXPENSE REIMBURSEMENT

Expenses incurred by IAS for pre-evaluations, full evaluations, follow-up evaluations, surveillance evaluations, and re-evaluations of third-party service providers are reimbursable to IAS by the third-party service providers as set forth on the IAS fee schedule.

6.0 RIGHT TO APPEAL DENIAL OF ACCREDITATION

The applicant seeking issuance of an accreditation may appeal a written decision of IAS involving the cancellation of the application or the issuance of or refusal to issue the accreditation for which the applicant has submitted an application. This appeal right shall apply to applicants for initial accreditations and applicants seeking renewal of existing accreditation. Only the affected applicant may appeal the decision of IAS regarding the subject application.

Procedures for appeals of denial of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions.

7.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION OF ACCREDITATION WITH RIGHT TO APPEAL

7.1 Any accreditation of a third-party service provider or branch office may be revoked, modified, suspended or cancelled (including but not limited to imposition of further or revised conditions) for any of the following reasons:

7.1.1 Failure to comply with any provision of these rules of procedure;

7.1.2 Failure to comply with any condition to the issuance of the accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditation as adopted or amended from time to time by IAS;

7.1.4 Any misstatement, whether intentionally or unintentionally made, in the application or any data or documentation submitted in support thereof;

7.1.5 Failure to comply with any provision in the approved application form;

7.1.6 Failure to comply with new, existing or revised accreditation criteria adopted by IAS following public hearing; or

7.1.7 Any other ground considered as adequate cause in the sole judgment of IAS.

7.2 The revocation, modification, suspension or cancellation of accreditation may only be appealed by the holder of the accreditation.

7.3 Procedures for appeals of revocation, modification, suspension or cancellation of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions. The IAS president or his/her designee, or the Board of Directors, as the case may be, may shorten any of the time periods set forth in the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, if such action is deemed necessary, in their discretion, in the interest of public safety and welfare.

8.0 REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION OF ACCREDITATION WITHOUT RIGHT TO APPEAL

Notwithstanding anything in these rules to the contrary, any initial application or accreditation may be revoked, modified, suspended or canceled by the IAS president or his/her designee for any of the following reasons with no right of appeal:

8.1 Required fees having not been received by IAS within 30 days from the date of the mailing by IAS of a written demand for payment.

8.2 Failure to furnish any material or data relating to accreditation required by IAS within the specified time limit, unless extended by the IAS president or his/her designee.

8.3 Failure to respond in the allotted time to an IAS evaluation deficiency report.

8.4 Failure to permit or submit to an on-site evaluation as set forth in Section 4.

9.0 PROPRIETARY DATA

Data in any accreditation file or application are considered proprietary to the applicant. The data may be disclosed by IAS only upon the written consent of the applicant or pursuant to subpoena or other order issued by a court or other governmental agency of competent jurisdiction.

Proprietary information may also be disclosed to the ARC-BD in executive session.

However, the name of an IAS accredited third-party service provider may be posted on the IAS website.

10.0 ACCREDITATION DOCUMENTS AND LISTINGS

A certificate of accreditation shall be issued to each third-party service provider upon satisfactory completion of the requirements identified herein. For each IAS accredited third-party service provider, a listing shall be published and entered into the electronic listings on the IAS website.

11.0 APPLICANT REFERENCE TO ITS ACCREDITED STATUS

An accredited third-party service provider may make reference to its IAS accreditation in reports, in its general literature and promotional materials, so long as it adheres to the following provisions:

11.1 The third-party service provider may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of the specific AS accreditation; or that indicates or implies IAS endorsement of any particular service provided by the third-party service provider.

11.2 When the IAS name and/or mark are used on the third-party service provider's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "accredited."

11.3 The IAS mark may not be changed in any way, although it may be enlarged or reduced.

11.4 It is the third-party service provider's responsibility to not misrepresent its accreditation status in any way, and to secure IAS approval in advance whenever there is a question about the entity's intended use of the IAS name and/or mark.

11.5 Upon revocation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the entity shall forthwith discontinue all use of the IAS mark and/or logo, and shall return any certificate of accreditation to IAS. The entity shall also discontinue immediately any references to its accreditation on any reports, certificates, or promotional material.

11.6 Upon revocation of the accreditation or during any period of suspension, IAS shall have the right to immediately notify the highest elected official of the jurisdictions that utilize the services of such third-party service provider.

12.0 INDEMNIFICATION

All applications for an IAS accreditation shall contain such indemnifications and like provisions running in favor of IAS, its parent corporation, ICC, the directors, officers, agents and employees of both entities as the board of directors of IAS shall from time to time require.

***Approved by the Board of Directors
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