

# INTERNATIONAL ACCREDITATION SERVICE, INC.

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## RULES OF PROCEDURE FOR ACCREDITATION OF FABRICATOR INSPECTION PROGRAMS

### 1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures governing accreditation of the Fabricator Inspection Program by the International Accreditation Service, Inc. (IAS).

IAS fabricator inspection accreditations are issued for use by building and construction code enforcement agencies utilizing the code upon which the accreditation is based. Fabricator accreditation does not represent nor should it be construed as making any representation regarding attributes not specifically addressed by the accreditation. Accreditation does not constitute an endorsement or recommendation for use of a particular fabricator. Accreditation attests to compliance by the inspection program provider to the applicable IAS accreditation criteria: IAS Accreditation Criteria for Fabricator Inspection Programs for Reinforced and Precast/Prestressed Concrete (AC157), or IAS Accreditation Criteria for Fabricator Inspection Programs for Structural Steel (AC172), or IAS Accreditation Criteria for Fabricator Inspection Programs for Wood Wall Panels (AC196). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

### 2.0 APPLICATION

#### 2.1 General

Applications for fabricator inspection programs 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 Additional Fabrication Facility shall also be filed for each additional facility that is to be covered under the initial accreditation. The additional fabrication facility form requires the signature of the principal applicant and the signature from an authorized representative of each additional fabrication facility.

#### 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.

For initial applications when fabrication inspection is done by fabricators at an address other than that of the primary applicant and it is desired that the additional fabrication facility be recognized under the primary accreditation, an application for each additional fabrication facility must be submitted by the primary applicant.

2.2.1.2 The basic fee includes one fabricator facility. Each additional fabricator facility requires a supplementary charge as set forth on the IAS fee schedule.

2.2.1.3 The basic fee includes issuance of the accreditation certificate.

2.2.1.4 Fees to reinstate expired or canceled accreditation (as opposed to timely reaccreditation applications) shall be the same as the basic new application fee.

2.2.1.5 Each initial accreditation shall be valid for a one-year period from the accreditation date of the application by IAS.

#### 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 as set forth on the IAS fee schedule. Application for reaccreditation may be for a one-, two- or three-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 Cancellation:** 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 Additional Accreditation Application:** Each application for an additional fabrication facility shall be accompanied by fees set forth on the IAS fee schedule.

**2.2.6 Nonrefundable:** All IAS fees are nonrefundable.

**2.2.7 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 indicating compliance with applicable accreditation criteria shall be submitted.

**3.2** Data must include a detailed fabrication facility quality manual for each plant, reflecting key quality control inspection procedures that will provide a basis for inspection and control of workmanship for the fabrication facility. The manual must be developed in cooperation with an inspection agency accredited by IAS, which shall perform unannounced inspections at specified frequencies during fabrication. The inspection agency must notify IAS by letter of any change in the organization such as: key personnel, quality control procedures, major equipment, frequencies of inspection, etc. The manual must comply with applicable IAS accreditation criteria.

**3.3** Accreditation is limited to the specific fabrication facilities reviewed and is not transferable to other facilities.

**3.4** IAS may at any time require of the holder of the accreditation tests, test data or other information directly related to the accreditation.

### **4.0 PROCESSING**

Upon receipt by IAS of applicable fees, applications will be processed to their completion, which will be one of the following:

**4.1** Accreditation upon determination by the IAS that, based on evidence submitted, the applicant possesses the expertise, facilities and independence to properly act as a fabricator inspection program for the specific scope requested in the application.

**4.2** Disapproval for lack of evidence that justifies recognition described in Item 4.1 above.

An accreditation certificate shall be issued by IAS for each application accredited.

Applications involving alternates to code provisions are subject to review by the Accreditation Committee, except where an accreditation criteria has been established.

### **5.0 IDENTIFICATION**

Fabricated assemblies shall be identified to permit field verification that they have gone through appropriate inspection.

A listing with its findings shall be published by IAS for each application accredited.

### **6.0 ON-SITE ASSESSMENT AND EXPENSE REIMBURSEMENT**

Each fabricator shall obtain the services of an IAS-accredited inspection agency, whose scope of accreditation includes the specified discipline. For concrete and wood fabrication programs, the inspection agency shall conduct at a minimum, quarterly unannounced inspections (four per year) of the fabrication facility. Unannounced inspections shall commence approximately three months after the fabricator's date of accreditation. Subsequent unannounced inspections shall be conducted at approximate three-month intervals. In no

case shall the intervals between inspections exceed six (6) months. For structural steel fabricator programs the number of unannounced inspections will be two per year. Unannounced inspections shall commence approximately six months after the fabricator's date of accreditation. Subsequent unannounced inspections shall be conducted at approximate six-month intervals. (See Section 4.0 of the IAS Accreditation Criteria for Fabricator Inspection Programs for Structural Steel AC172.)

For initial applications, the certificate of accreditation will be issued only after an IAS representative has accompanied a representative of the accredited inspection agency on a joint assessment of the facilities to determine whether the fabricator's inspection system complies with the conditions of the accreditation. IAS assessors and technical experts will review the competence of individuals that have designated responsibilities for quality assurance as set forth in the applicable criteria.

For concrete and wood fabricator programs, at the end of the initial year of accreditation, fabricators are subject to an on-site assessment by IAS, and every two years thereafter. For structural steel fabricator programs, at the end of the initial year of accreditation, fabricators are subject to an on-site surveillance assessment by IAS, and a reassessment each year thereafter.

Additional assessments may be conducted as a result of complaints or other changes in a fabricator's status that may affect the ability of the fabricator to fulfill IAS requirements for accreditation.

As a condition of an IAS accreditation, the applicant grants the IAS staff or authorized representative the right to conduct unannounced assessment of the facility to verify compliance with the applicable rules of procedure and accreditation criteria.

The fabricator shall reimburse IAS for all expenses and staff time incurred in performing assessments or reassessments. Expenses for assessments based on prior evidence of noncompliance with a current accreditation criteria or the rules of procedure are reimbursable to IAS by the fabricator as set forth on the IAS fee schedule. Expenses by IAS staff to conduct tests related to investigations for cause are reimbursable to IAS by the fabricator as set forth on the IAS fee schedule.

### **7.0 MAINTENANCE OF ACCREDITATION**

Fabricators accredited under these rules shall notify IAS in writing within thirty days concerning the following:

**7.1** Company name and/or address change.

**7.2** Changes in policies or procedures that might affect the fabricator's inspection program accreditation.

**7.3** Changes in principal officers or key supervisory personnel.

### **8.0 RIGHT TO APPEAL DENIAL OF ACCREDITATION**

The applicant seeking issuance of an accreditation or an additional fabrication facility 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 reaccreditation. 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.

#### **9.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION OF ACCREDITATION WITH RIGHT TO APPEAL**

**9.1** Any accreditation or additional accreditation may be revoked, modified, suspended or cancelled (including but not limited to imposition of further or revised conditions) for any of the following reasons:

**9.1.1** Repeated failure of the material, method of construction or equipment to conform to the specifications and fabrication facility inspection manual on which the accreditation was based;

**9.1.2** Repeated failure of the material, method of construction or equipment to perform properly although meeting the specifications upon which the accreditation was originally based;

**9.1.3** Failure to comply with any condition to the issuance of the accreditation or additional accreditation;

**9.1.4** Failure to comply with any rule for issuance of the accreditation or additional accreditation as adopted or amended from time to time by IAS;

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

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

**9.1.7** Failure to pass any test required by IAS;

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

**9.1.9** Any other ground considered as adequate cause in the judgment of IAS.

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

**9.3** 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.

#### **10.0 REVOCATION/MODIFICATION/SUSPENSION/ CANCELLATION WITHOUT RIGHT TO APPEAL**

Any initial application, accreditation or additional accreditation may be revoked, modified, suspended or

cancelled by the IAS president or his/her designee, for any of the following reasons with no right to appeal:

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

**10.2** Failure to maintain a current quality control program with the inspection agency noted in the accreditation.

**10.3** Failure to perform any test, or furnish any material or data, required by IAS within the specified time limit, unless extended by the president or his/her designee.

**10.4** Failure to permit or submit to an on-site surveillance or assessment as set forth in Section 6.0.

#### **11.0 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 issued by a court or other governmental agency of competent jurisdiction. Proprietary data may also be disclosed to an Accreditation Committee member, a staff member of IAS or International Code Council (ICC), or an authorized representative of IAS or ICC having a legitimate interest therein; any member of the Board of Directors of IAS; any duly identified representative of the applicant; any duly identified representative of any agency, or like person or organization who initially prepared the data, or a duly authorized representative thereof stated to be an employee or principal thereof, having a legitimate interest therein. Any Governmental member of ICC may be granted access in the interest of public safety or preservation of property as it relates to enforcement of building laws.

From time to time, IAS records and files are audited by national and international bodies on a random basis to establish conformance with international accreditation and conformity assessment standards. It is understood that, by executing an accreditation application, fabricators grant IAS the authority to allow such access.

#### **12.0 ACCREDITATION/LISTING**

A certificate of accreditation shall be issued to each fabricator upon satisfactory completion of the requirements. For each fabricator, a listing shall be published and entered into the electronic listings on the IAS web site.

#### **13.0 FABRICATOR REFERENCE TO ITS ACCREDITED STATUS**

**13.1** An accredited fabricator may make reference to its IAS accreditation in its general literature and promotional materials, and in business solicitations, of its processes and procedures, so long as it adheres to the following provisions:

**13.1.1** The fabricator may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of the specific IAS accreditation; or that indicates or implies IAS recognition of its fabricated products, or the design or performance characteristics of its fabricated products.

**13.1.2** When the IAS name and/or mark is used on the fabricator's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "accredited."

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

**13.1.4** When the IAS name and/or mark is used on a business solicitation, such as a proposal or quotation, the fabricator must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear the actual scope of the accreditation.

**13.2** It is the fabricator'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 fabricator's intended use of the IAS name and/or mark.

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

**13.4** IAS shall have the right to immediately notify governmental jurisdictions and any other interested parties of any improper and unauthorized reference to the continuation of the accreditation, when in the sole judgment of IAS, as determined by its president or his/her designee, such notification is necessary in the interest of public safety or welfare.

#### **14.0 INDEMNIFICATION**

All applications for 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 such entities as the Board of Directors of IAS shall from time to time require.

#### **15.0 ENUMERATED CONDITIONS**

**15.1** As a condition of an IAS accreditation, the applicant agrees to inform IAS, in advance, of any intended modification to its accredited fabrication inspection process or quality system.

**15.2** As a condition of an IAS accreditation, the applicant agrees to keep a record of all significant complaints made known to the applicant about the assemblies fabricated under the accreditation, and to make these records available to IAS upon request. The applicant will take appropriate action with respect to such complaints, and document the actions taken.

**15.3** As a condition of an IAS accreditation, the applicant agrees to notify IAS within 30 days of a change in ownership of the accredited fabrication facility.

***Approved by the Board of Directors  
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