

INTERNATIONAL ACCREDITATION SERVICE, INC.

5360 Workman Mill Road · Whittier, CA 90601 USA
562-699-0541 *local* · 866-427-4422 *toll free* · 562-699-8031 *fax*
www.iasonline.org *web site* · info@iasonline.org *e-mail*



RULES OF PROCEDURE FOR FIELD EVALUATION BODY ACCREDITATION

1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures that provide a list of bodies which International Accreditation Service, Inc. (IAS), has investigated and found to be eligible for accreditation as field evaluation bodies (FEBs).

Accreditations do not make any representation nor should they be construed as making representation regarding attributes not specifically addressed by the accreditation. Accreditations also do not constitute an endorsement or recommendation for use of a particular evaluation body. Accreditation attests to compliance by the field evaluation body to the IAS Accreditation Criteria for Field Evaluation of Unlisted Electrical Equipment (AC354). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

2.0 APPLICATION

2.1 General: Applications for accreditation of field evaluation bodies 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 Field Evaluation Body shall also be filed for each branch FEB that is to be covered under the initial accreditation. Each additional body form requires the signature of both the principal applicant and the authorized representative of each such additional body.

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 The basic fee covers one field of field evaluation. Additional fields require a supplementary charge as set forth on the IAS fee schedule. Normally, an "additional field of evaluation" will involve a distinct expertise (e.g., plumbing, electrical, mechanical, etc.).

2.2.1.3 When it is desired that a branch FEB appear on the accreditation, an application for issuance must be submitted for each branch body appearing on the accreditation, together with a fee in the amount set forth for branch bodies on the IAS fee schedule.

2.2.1.4 The filing fees include issuance of the accreditation certificate.

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

2.2.1.6 Each new accreditation shall be valid for a one-year period from the accreditation date.

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 recognition is desired and shall be accompanied by the application reaccreditation fee as set forth on the IAS fee schedule. When a branch body appears on the accreditation, an application must also be submitted for each branch body. 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 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 One complete set of data must be submitted with each application.

3.2 The name of the responsible officer of the evaluation body, the headquarters address and the addresses of all branch evaluation bodies must be submitted.

3.3 A quality management system manual must be submitted for the headquarters and all branch bodies that indicates compliance of the evaluation body with the IAS Accreditation Criteria for Field Evaluation of Unlisted Electrical Equipment (AC354).

3.4 Field evaluation body programs concerning structural or electrical products must be under direct supervision of a registered design professional versed in the appropriate field of expertise. All other FEB programs must be under the supervision of an individual with demonstrated expertise, experience and familiarity with the specific type of product or fabrication requested in the application.

4.0 PROCESSING

Upon payment of 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 an FEB for the specific type of product or fabrication 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.

5.0 NOTIFICATIONS, ASSESSMENTS, EXPENSE REIMBURSEMENT

Prior to accreditation, whether on initial application or upon reaccreditation, on-site assessments are conducted by the IAS staff or an authorized representative to evaluate expertise and compliance in the field of evaluation for which accreditation is being sought. The on-site assessments are conducted at the evaluation body's headquarters and in the field (to observe the body's competence conducting evaluations).

After the initial year of accreditation, FEBs are subject to an on-site surveillance assessment. The surveillance assessment of the body will involve review of the following: internal audit reports; minutes of management review meetings; any changes in key personnel or procedures, facilities or any other significant changes in the scope of accreditation or the quality system of the body.

A full reassessment visit is required at the end of every two-year term commencing from the date of the surveillance assessment for verification of continued compliance with IAS accreditation requirements.

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

5.1 FEBs accredited under these rules shall notify IAS in writing within thirty days if there are changes in:

5.1.1 Company name or address.

5.1.2 The body's principal officers or key supervisory personnel.

5.1.3 Equipment, policies or procedures that might affect the body's accreditation.

5.2 IAS representatives shall be permitted to conduct unannounced inspections of the facilities of any FEB it accredits. Expenses incurred by IAS for initial assessments, surveillance assessments and

reassessments of FEBs are reimbursable to IAS by the body as set forth on the IAS fee schedule.

5.3 When an IAS representative is required to witness tests, conduct field investigations or investigate complaints for reasonable cause, all related expenses, including travel and staff time, shall be reimbursable to IAS by the body as set forth on the IAS fee schedule. Expenses to conduct tests related to investigations for reasonable cause by the IAS staff shall also be reimbursable to IAS by the body 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 reaccreditation 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 or branch FEB 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:

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 or branch accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditation or branch accreditations 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 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 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 WITHOUT RIGHT TO APPEAL

Notwithstanding anything in these rules to the contrary, any initial application, accreditation or branch 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 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 FEB 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 assessment deficiency report.

8.4 Failure to permit or submit to an on-site surveillance or assessment as set forth in Section 5.

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 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 person or organization who initially prepared the data, having a legitimate interest therein. Any Governmental member of ICC may be granted access to the data 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, applicants grant IAS the authority to allow such access.

10.0 ACCREDITATION DOCUMENTS AND LISTINGS

A certificate of accreditation shall be issued to each evaluation body upon satisfactory completion of the requirements.

For each body, a listing shall be published and entered into the electronic listings on the IAS web site.

11.0 EVALUATION BODY REFERENCE TO ITS ACCREDITED STATUS

An accredited evaluation body may make reference to its IAS accreditation in evaluation reports, in its general

literature and promotional materials, and in business solicitations, so long as it adheres to the following provisions:

11.1 The body 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 endorsement of any particular product or material evaluated by the body.

11.2 When the IAS name and/or mark is used on the evaluation body'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 When the IAS name and/or mark is used on a business solicitation, such as a proposal or quotation, the evaluation body must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear what product categories fall within the body's scope of accreditation, and what product categories do not.

11.5 It is the evaluation body'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 body's intended use of the IAS name and/or mark.

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

11.7 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.

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
May 15, 2010*