

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 PRODUCT CERTIFICATION AGENCY ACCREDITATION

1.0 PURPOSE AND SCOPE

These rules establish procedures for the accreditation of product certification bodies under ISO/IEC Guide 65, General Requirements for bodies Operating Product Certification Systems. Eligibility is limited to third-party product certification bodies that also operate testing and inspection programs that are accredited by International Accreditation Service, Inc. (IAS), or by another signatory to the International Laboratory Accreditation Cooperation (ILAC) Mutual Recognition Arrangement.

Accreditation listings do not make any representation nor should they be construed as making any representation regarding attributes not specifically addressed by the listing. Listings also do not constitute an endorsement or recommendation for use of a particular product or product certification agency.

2.0 APPLICATION

2.1 General: Applications for accreditation 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.

A separate application shall also be filed for each branch product certification agency in conjunction with each initial and renewal application.

2.2 Fees

2.2.1 Initial Application

2.2.1.1 Each application shall be accompanied by a filing fee as set forth in the IAS fee schedule. Such fee is not refundable.

2.2.1.2 The basic fee covers one category of product certification. Additional categories require a supplementary charge as set forth in the IAS fee schedule. Normally, an "additional category of product certification" will involve a distinct expertise (e.g., building products, plumbing, electrical, etc.).

2.2.1.3 When it is desired that a branch product certification agency appear on the listing, an application for issuance or reaccreditation, as appropriate, must be submitted for each branch product certification agency appearing on the listing, together with a fee in the amount set forth for branch product certification agencies as shown in the IAS fee schedule.

2.2.1.4 Fees to reinstate expired or canceled listings shall be as required for the initial application.

2.2.1.5 Each new listing shall be valid for a one-year period from the accreditation date. An application for

reaccreditation shall be filed prior to the expiration date if continued recognition is desired.

2.2.2 Reaccreditation Application

2.2.2.1 Reaccreditation fees are as set forth in the IAS fee schedule. Such fees are not refundable. Application for reaccreditation may be for a one or two year period.

2.2.2.2 If reaccreditation is not completed by the renewal date, the accreditation will be subject to cancellation.

2.2.3 Fee Modifications: The IAS president may, in his 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 president or his designee, in their sole discretion.

3.0 DATA

3.1 One complete set of data as set forth in Section 3.0 must be submitted with each application.

3.2 The name of the responsible officer of the agency, the headquarter's address and the addresses of all branch certification agencies must be submitted.

3.3 A quality management system manual must be submitted for the headquarters and all branch inspection agencies that indicates compliance of the agency with the IAS Accreditation Criteria for Product Certification Agencies (AC370).

3.4 Product certification agency programs concerning structural or electrical products must be under direct supervision of a registered design professional versed in the appropriate category of expertise. All other product certification agency programs must be under the supervision of an individual with demonstrated expertise, experience and familiarity with the specific type(s) of product(s) to be certified.

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 product certification agency for the specific product category 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 must be conducted by the IAS staff or an authorized IAS representative to evaluate expertise and compliance in the category(s) of product certification for which accreditation is being sought. The on-site assessments are conducted at the agency's headquarters, branch locations and in the field (to observe the agency's competence). See IAS fee schedule for costs associated with on-site assessments.

The number of audit days for any on-site assessment may be reduced up to 50% by IAS if the agency is already accredited to ISO/IEC Guide 65 by an IAS recognized accreditation body (AB). For this to occur the agency must be in good standing with the AB. Additionally, the information listed below must be submitted to IAS for review and a determination made by IAS that the on-site assessment time can be reduced and to what extent.

a) Previous two years worth of audit reports from your current AB.

b) Corrective actions for any deficiencies noted in those audit reports and AB's sign-off on the corrective actions (if applicant and AB differ on any corrective actions or deficiencies, IAS will review them and make a determination as to status).

c) QA manual complying with all applicable IAS Accreditation Criteria

d) Organizational chart (if not part of QA manual).

e) Completed IAS ISO/IEC Guide 65 checklist. Applicant may substitute current AB's ISO/IEC Guide 65 checklist if completed and equivalent in content to IAS checklist.

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

IAS will conduct on-site reassessment of accredited agencies at a minimum of once every two years for verification of continued compliance with IAS accreditation requirements. During the time between on-site assessments, IAS will continually verify compliance through witness assessments during plant inspections and performing audits of certification files at six (6) month intervals.

5.1 Product certification agencies 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 agency's principal officers or key supervisory personnel.

5.1.3 Facilities, equipment, policies or procedures that might affect the agency's accreditation.

5.1.4 Any other accreditation the product certification agency maintained that was cancelled, revoked, suspended, withdrawn and/or removed from listing.

5.2 IAS representatives shall be permitted to conduct unannounced inspections of the facilities of any product certification agency it accredits. Expenses incurred by IAS for initial qualifying assessments, surveillance assessments and reassessments of product certification agencies shall be the responsibility of the agency.

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 the responsibility of the agency. Expenses to conduct tests related to investigations for reasonable cause by the IAS staff shall also be reimbursed by the agency.

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. 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 OF ACCREDITATION WITH RIGHT TO APPEAL

7.1 Any accreditation or branch product certification agency accreditation may be revoked or modified (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 product certification agency accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditations or branch product certification agency 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 grounds considered as adequate cause in the judgment of IAS.

7.2 The revocation/modification/suspension of accreditation may only be appealed by the holder of the accreditation.

7.3 Procedures for appeals of revocation/modification/suspension of accreditation shall be in accordance with the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions.

8.0 REVOCATION/MODIFICATION/SUSPENSION WITHOUT RIGHT TO APPEAL

Notwithstanding anything in these rules to the contrary, any initial application, listing or branch product certification agency listing may be revoked, modified, or suspended by the IAS president or his 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 product certification agency accreditation required by IAS within the specified time limit, unless extended by the president or his 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 inspection or assessment as set forth in Section 5.

9.0 PROPRIETARY DATA

Data in any listing file or application are considered proprietary. The data may be disclosed by IAS 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 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 listing 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 agency upon satisfactory completion of the requirements.

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

11.0 AGENCY REFERENCE TO ITS ACCREDITED STATUS

An accredited agency may make reference to its IAS accreditation in its general literature and promotional materials, and in business solicitations, so long as it adheres to the following provisions:

11.1 The agency may not reference its accredited status in any way that indicates or implies accreditation in areas outside the actual scope of IAS accreditation; or that indicates or implies IAS endorsement of any particular product or material certified by the agency.

11.2 When the IAS name and/or mark is used on the agency'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 agency 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 agency's scope of accreditation, and what product categories do not.

11.5 It is the agency's responsibility not to misrepresent its accreditation status in any way, and to secure IAS approval in advance whenever there is a question about the agency'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 agency shall forthwith discontinue all use of the IAS mark and/or logo, and shall return any certificate of accreditation to IAS. The agency 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 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 4, 2008*