

INTERNATIONAL ACCREDITATION SERVICE, INC.

5360 Workman Mill Road · Whittier, CA 90601 USA
562-364-8201 local · 866-427-4422 toll free · 562-699-8031 fax
www.iasonline.org web site · info@iasonline.org e-mail



RULES OF PROCEDURE FOR SPECIAL INSPECTION AGENCY ACCREDITATION

1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures that provide a list of agencies which International Accreditation Service, Inc. (IAS), has investigated and found to be eligible for accreditation as special inspection agencies under the *International Building Code* and related codes.

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 special inspection agency. Accreditation attests to compliance by the special inspection agency to the IAS Accreditation Criteria for Special Inspection Agencies (AC291). Accreditation is no longer valid upon revocation, suspension, expiration or cancellation of the accreditation.

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.

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

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 special inspection. Additional fields require a supplementary charge as set forth on the IAS fee schedule. Normally, an "additional field of inspection" will involve a distinct inspection expertise (e.g., structural, plumbing, electrical, fireproofing, etc.).

2.2.1.3 When it is desired that a branch agency appear on the accreditation, an application for issuance must be submitted for each branch agency appearing on the accreditation, together with a fee in the amount set forth for branch inspection agencies 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 accreditation is desired and shall be accompanied by the applicable reaccreditation fee as set forth on the IAS fee schedule. When a branch special inspection agency appears on the accreditation, an application must also be submitted for each branch agency. 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 agency, the headquarters address and the addresses of all branch inspection agencies must be submitted.

3.3 A quality system manual must be submitted for the headquarters and all branch agencies that indicates

compliance of the agency with the IAS Accreditation Criteria for Special Inspection Agencies (AC291).

3.4 Special inspection agency 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 inspection agency 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 special inspection agency for the specific special inspection categories 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 special inspection for which accreditation is being sought. The on-site assessments are conducted at the agency's headquarters and in the field (to observe the agency's competence conducting inspections).

After the initial year of accreditation, special inspection agencies are subject to an on-site surveillance assessment. The surveillance assessment of the agency will involve review of 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 or surveillance assessment of accredited special inspection agencies at a minimum of once every year for verification of continued compliance with IAS accreditation requirements.

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

5.1 Special inspection 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 Equipment, policies or procedures that might affect the agency's accreditation.

5.2 IAS representatives shall be permitted to conduct unannounced inspections of the facilities of any inspection agency it accredits. Expenses incurred by IAS for initial assessments, surveillance assessments and reassessments of inspection agencies are reimbursable to IAS by the special inspection agency 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 special inspection agency 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 special inspection agency 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 special inspection agency 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 inspection agency accreditation;

7.1.3 Failure to comply with any rule for issuance of accreditations or branch inspection 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 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 inspection agency 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 special inspection 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 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 peer evaluation bodies on a random basis to establish conformance with 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 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 inspection reports, 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 the specific IAS accreditation; or that indicates or implies IAS endorsement of any particular product or material inspected 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 service categories fall within the agency's scope of accreditation.

11.5 It is the agency'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 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/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

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