

RULES OF PROCEDURE FOR FIRE PREVENTION AND LIFE SAFETY DEPARTMENT ACCREDITATION

1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures for accreditation, by the International Accreditation Service (IAS), of fire prevention and life safety departments providing services such as code enforcement, public education, fire investigations, etc.

Accreditation by IAS conveys formal recognition that a fire prevention and life safety department has demonstrated that it is technically competent to administer an effective system of code enforcement that is fair, equitable and benefits the community it serves. Accreditation attests to compliance by the department with the IAS Accreditation Criteria for Fire Prevention and Life Safety Departments (AC426). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

2.0 APPLICATION

2.1 General

Applications for accreditation of fire prevention and life safety departments 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.

2.2 Fees

2.2.1 Initial Application

2.2.1.1 To receive a fee quotation for accreditation, please email GetAQuote@iasonline.org or call 866.427.4422. For international calls, +1 562.364.8201.

2.2.1.2 Each initial application shall be accompanied by the basic new application fee as provided in your quotation.

2.2.1.3 Initial accreditation shall be valid for a three-year period from the accreditation date.

2.2.1.4 The filing fees include issuance of the accreditation certificate.

2.2.1.5 Fees are charged to reinstate expired or canceled accreditation.

2.2.2 Renewing Accreditation

2.2.2.1 An application to renew accreditation must be filed at least 15 days prior to the expiration date if continued accreditation is desired and shall be accompanied by the applicable fee. Application for renewal will be for a three-year period.

2.2.2.2 Accreditation is subject to cancellation if an application to renew accreditation is not completed by the renewal date.

2.2.3 Fee Modifications: Any modifications to the fees must be reviewed and approved by the IAS president or his/her designee.

2.2.4 Cancellation: Initial request applications held for more than 180 days, without the applicant's having fulfilled IAS requirements for accreditation, are 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.

3.0 DATA

3.1 The applicant shall develop a matrix to demonstrate to IAS where data or documentation, as evidence of compliance with each clause of AC426, may be found. The matrix shall exist in a format that is easily transmitted electronically (e.g., as a table in spreadsheet or word processing software, as a report from a database, etc.) as one single matrix and not as several parts from different sources. The matrix shall be maintained as current, have a version control number or date, and be kept safe from unauthorized/unintended modification. Data and/or documentation referenced in the matrix shall be provided to visiting evaluation teams and/or IAS, upon request (in part or whole, as requested), as evidence of compliance with AC426.

3.2 The name of the responsible officer of the department and the headquarters address must be submitted.

4.0 PROCESSING

4.1 Upon receipt of the initial application and fee, a number will be assigned and the applicant contacted to begin the process of scheduling an on-site pre-evaluation visit.

4.2 An IAS team leader and an expert shall conduct the 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 will be scheduled at the discretion of IAS, not to exceed 180 days following the pre-evaluation visit.

4.3 At the conclusion of the on-site full evaluation and upon determination by the team leader and IAS management that the applicant possesses the personnel, expertise, facilities and independence to competently administer effective code enforcement services, an evaluation report and recommendation are forwarded to the IAS Accreditation Review Committee–Fire Prevention (ARC-FP). The ARC-FP shall render a decision in accordance with the Rules of Operation of the IAS Accreditation Review Committees.

4.4 A favorable action by the ARC-FP results in the issuance of the accreditation certificate.

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

4.6 Annual Reports and Evaluations

4.6.1 Prior to accreditation, whether on initial application or upon renewal, on-site evaluations are conducted by an IAS evaluation team, to evaluate the expertise of the department and its compliance with the accreditation criteria (AC426). On-site evaluations are conducted at the department's headquarters. Field site visits will also be conducted to evaluate the performance of the inspection process. IAS shall be permitted to conduct evaluations of the offices of any department it accredits.

4.6.2 All accredited departments shall be subject to an on-site surveillance evaluation at the conclusion of the initial year of accreditation.

4.6.3 Annual reports, addressing key elements of the criteria, must be prepared by the department and submitted to IAS each year the department is not subject to an on-site evaluation.

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

4.6.4.1 Department name or address.

4.6.4.2 The department's principal code enforcement officer or key supervisory personnel.

4.6.4.3 Facilities, policies or procedures that might affect the department's accreditation.

4.6.5 In case the Annual Report reveals substantial changes in the manner of code adoption or enforcement, an on-site surveillance evaluation may be necessary to maintain the department's accredited status.

4.6.6 IAS will conduct on-site re-evaluation of accredited departments at a minimum of once every three years from the date of the initial accreditation for verification of continued compliance with IAS accreditation

requirements. The ARC-FP 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 fire prevention and life safety departments are reimbursable to IAS.

6.0 RIGHT TO APPEAL DECISIONS INVOLVING ISSUANCE OF ACCREDITATION OR DENIAL OF THE APPLICATION

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 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-FP in executive session.

However, the name of the applicant department may be posted on the IAS website.

8.0 ACCREDITATION DOCUMENTS AND LISTINGS

A certificate of accreditation shall be issued and maintained current for each department upon satisfactory completion of the accreditation requirements. For each department, a listing shall be posted on the IAS website. Accreditation actions will also be noted on the IAS website.

9.0 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 such entities as the Board of Directors of IAS shall from time to time require.

10.0 USAGE OF THE IAS NAME OR SYMBOL BY ACCREDITED DEPARTMENTS

An accredited department can make reference to its IAS accreditation in reports, in its general literature and promotional materials, under the following provisions:

10.1 The department 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 service provided by the department.

10.2 When the IAS name and/or the registered symbol are used on the department's letterhead or in other general literature or promotional materials, it shall be accompanied by the word "ACCREDITED." The symbol must also include the name of the accredited program, e.g., "Fire Prevention and Life Safety."

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

10.4 It is the department'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 department's intended use of the IAS name and/or symbol.

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

11.1 Any accreditation of a fire prevention and life safety department is subject to revocation, modification, suspension or cancellation (including but not limited to imposition of further or revised conditions) for any of the following reasons:

11.1.1 Failure to comply with any provision of the current or updated Rules of Procedure.

11.1.2 Failure to comply with any condition to the issuance of the accreditation.

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

11.1.4 Failure to comply with any provision contained in the application.

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

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

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

11.3 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.

12.0 REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION 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:

12.1 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.

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

12.3 Failure to respond and resolve IAS Corrective Action Requests or Concerns resulting from an IAS evaluation report in the allotted time, unless extended by the IAS president or his/her designee.

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

13.0 RESULTS OF REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION

13.1 Upon the occurrence of any of the events set forth in Section 11.1 or Section 12.0, IAS, by the decision of its president or his/her designee, may choose any of the following actions:

13.1.1 Revocation of the accreditation.

13.1.2 Modification of the accreditation, on such terms as determined by the IAS president or his/her designee.

13.1.3 Suspension of the accreditation for such period on such terms as determined by the IAS president or his/her designee.

13.1.4 Cancellation of the accreditation.

13.2 The decisions of the IAS president or his/her designee with respect to any of the actions set forth in Section 16.1 may become effective immediately if deemed necessary in the interest of public safety and welfare, may be stayed pending an appeal pursuant to the Rules of Procedure for Appeals Concerning International Accreditation Service, Inc., Actions, or may be otherwise stayed on such terms and conditions as determined by the president or his/her designee.

13.3 Upon revocation or cancellation of the accreditation or during any period of suspension, unless this provision is specifically modified by the terms of the suspension, the department shall discontinue all use of the IAS symbol. Upon revocation or cancellation of accreditation, the department shall return any certificate of accreditation to IAS. The department shall also immediately discontinue any references to IAS accreditation on any reports, certificates, or promotional material.

13.4 Upon revocation of the accreditation or during any period of suspension, IAS shall have the right to immediately notify the highest elected official and the highest administrative official of the jurisdiction the department serves.

13.5 Upon determination by IAS that cause exists for any of the actions specified in Section 16.1 above, with respect to the accreditation, IAS shall deliver to the jurisdiction a written statement, signed by the IAS president or his/her designee, setting forth the factual basis for such action. This written statement shall include a specific reference to the cause for the action which is set forth in the Rules of Procedure. This statement shall be

delivered to the jurisdiction by certified or registered United States mail, with postage prepaid, to the most current address of the jurisdiction contained in the records of IAS. ■