

## RULES OF PROCEDURE FOR INSPECTION AGENCY ACCREDITATION

### 1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures governing accreditation of inspection agencies by International Accreditation Service, Inc. (IAS).

IAS accreditation does not make any representation nor should it be construed as making representation regarding attributes not specifically addressed by the accreditation. Accreditation also does not constitute an endorsement or recommendation for use of a particular inspection agency, or of the products inspected by the agency. Accreditation attests to compliance by the inspection agency to the IAS Accreditation Criteria for Inspection Agencies (AC98). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

Inspection agencies performing on-site inspections of fire door assemblies shall comply with the IAS Accreditation Criteria for Agencies Performing Field Inspections of Fire Door Assemblies (In Situ Inspection) (AC415).

### 2.0 APPLICATION

#### 2.1 General

Applications for accreditation of inspection agencies 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. An application is required for each inspection agency seeking accreditation.

#### 2.2 Fees

##### 2.2.1 Initial Application

2.2.1.1 To receive a fee quotation for accreditation, please email [GetAQuote@iasonline.org](mailto: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 The basic fee covers one field of inspection. Additional fields of inspection require a supplementary charge as provided in your quotation. Normally, an "additional field of inspection" will involve a distinct inspection expertise (e.g., plumbing, electrical, wall and roof panels, roofing products, trusses, etc.).

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 accreditations.

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

#### 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 may be for a one-, two- or 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 One complete set of data must be submitted with each application. Electronic submission is preferred.

3.2 The name and title of the responsible officer of the agency and the full street address must be submitted.

3.3 A management system manual must be submitted that demonstrates how the agency complies with the IAS Accreditation Criteria for Inspection Agencies (AC98) or the Accreditation Criteria for Agencies Performing Field Inspection of Fire Door Assemblies (In Situ Inspection) (AC415), as applicable. The manual must be signed and currently dated by a responsible officer of the applicant, verifying that the information provided is true and correct.

**3.4** 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 inspection(s) requested in the application.

**3.5** IAS may at any time, in addition to the data submitted above, require other information regarding the operation of the agency.

#### **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 review of evidence submitted and on-site assessments, the applicant possesses the expertise, facilities and independence to properly act as an inspection agency for the specific type of inspection(s) requested in the application.

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

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

#### **5.0 ASSESSMENTS**

**5.1 Initial Assessment:** Prior to accreditation, for initial application, on-site assessments will be conducted by the IAS to evaluate expertise and compliance in the field of inspection(s) 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).

**5.2 Remote Surveillance Assessment after Initial Year of Accreditation:** After the initial year of accreditation, all accredited inspection agencies are subject to a remote surveillance assessment. Upon request from IAS, all agencies shall provide the following information: the agency's internal audit and management review reports/minutes; any complaints; actions resulting from any Concerns noted in the previous assessment report; any major changes in key personnel, facilities or in the agency's management system for inspection areas that are within the agency's scope with IAS.

**5.3 Reassessments:** A full on-site reassessment is required at the end of every two-year term commencing from the date of the initial accreditation.

Supplementary on-site reassessments may be conducted to investigate formal complaints or other changes in an agency's status that may affect the ability of the agency to fulfill IAS requirements for accreditation.

#### **6.0 EXPENSE REIMBURSEMENT**

**6.1** All expenses, including but not limited to travel and staff time, related to the assessments noted under Section 5.0 are reimbursable to IAS by the inspection agency.

**6.2** When IAS is required to witness tests, conduct field investigations or investigate formal complaints for

reasonable cause related to IAS inspection agency accreditation, all related expenses including but not limited to travel and staff time, are reimbursable to IAS by the inspection agency.

#### **7.0 MAINTENANCE OF ACCREDITATION**

**7.1** Inspection agencies accredited under these rules shall notify IAS in writing within thirty days if there are changes in:

**7.1.1** Change in agency's name.

**7.1.2** Change in agency's ownership.

**7.1.3** Change in agency's address.

**7.1.4** Changes in the agency's principal officers or key supervisory personnel.

**7.1.5** Changes in equipment, policies or procedures that might affect the agency's accreditation.

**7.2** IAS representatives shall be permitted to conduct unannounced assessments of the facilities of any inspection agency it accredits.

#### **8.0 PROFICIENCY TESTING**

Inspection agencies are required to periodically participate in proficiency testing for inspections (if available and applicable to their scope of accreditation with IAS) to assess their technical competence.

#### **9.0 RIGHT TO APPEAL DECISIONS INVOLVING ISSUANCE OF ACCREDITATION OR DENIAL OF THE APPLICATION**

The applicant seeking issuance of an IAS 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 an 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.

#### **10.0 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 IAS Accreditation Committee member; a staff member of IAS, or an authorized representative of IAS having a legitimate interest therein; any duly identified representative of the applicant; any duly identified 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. Governmental regulatory bodies may be granted access to the data in the interest of public safety or preservation of

property as it relates to enforcement of laws/regulations upon receipt of an official written request.

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.

#### **11.0 ACCREDITATION DOCUMENTS AND LISTINGS**

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

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

#### **13.0 USAGE OF THE IAS NAME OR SYMBOL BY ACCREDITED INSPECTION AGENCIES**

**13.1** An accredited agency can make reference to its IAS accreditation in inspection reports, in its general literature and promotional materials, and in business solicitations, under the following provisions:

**13.1.1** 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, material or service.

**13.1.2** When the IAS name and/or the registered symbol are used on the agency'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., "Inspection." When the IAS name or symbol is printed on letterhead and/or other agency stationery, such stationery may not be used for work proposals or quotations if none of the work is within the agency's current scope of accreditation with IAS.

**13.1.3** The IAS symbol is to be used on IAS-endorsed inspection reports. The IAS symbol may not be changed in any way, although it may be enlarged or reduced.

**13.1.4** When the IAS name and/or symbol is used on a business solicitation, such as a work 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 inspection areas fall within the agency's scope of accreditation, and what inspection areas do not.

**13.1.5** The IAS symbol displayed on the agency's IAS-endorsed inspection reports must include the name of the accredited program, e.g., "Inspection" provided the reports relate to inspections that are within the agency's IAS-approved scope of accreditation. Whenever the IAS symbol is used on a report covering multiple tests or calibrations, some of which are within the agency's scope of accreditation and some of which are outside the scope,

the agency must clearly identify whatever portion of the test report is not covered by IAS accreditation.

**13.2** 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 symbol.

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

**14.1** Any inspection agency accreditation is subject to revocation, modification, suspension or cancellation upon occurrence of any of the following reasons:

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

**14.1.2** Failure to comply with any condition to the issuance of the accreditation.

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

**14.1.4** Failure to comply with any provision contained in the application.

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

**14.1.6** Failure to comply with any terms of the management system documentation on which the IAS accreditation was based, referred to in Section 3.0 of these Rules of Procedure.

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

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

**14.3** 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.

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

**15.1** 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.

**15.2** Failure to furnish any material or data relating to inspection agency accreditation required by IAS within the

specified time limit, unless extended by the IAS president or his/her designee.

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

**15.4** Failure to permit or submit to an on-site assessment as set forth in Section 5.0.

**15.5** Failure to furnish information and/or submit to a remote surveillance assessment as required in Section 5.2 of these rules within the specified time limit.

## **16.0 RESULTS OF REVOCATION/MODIFICATION/SUSPENSION/CANCELLATION**

**16.1** Upon the occurrence of any of the events set forth in Section 14.1 or Section 15.0, IAS, by the decision of its president or his/her designee, may choose any of the following actions:

**16.1.1** Revocation of the accreditation.

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

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

**16.1.4** Cancellation of the accreditation.

**16.2** 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.

**16.3** 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 accredited agency shall discontinue all use of the IAS symbol. Upon revocation or cancellation of accreditation, the agency shall return any certificate of accreditation to IAS. The agency shall also immediately discontinue any references to its IAS accreditation on any reports, certificates, or promotional material.

**16.4** 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.

**16.5** 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 agency 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 agency by certified or registered United States mail,

with postage prepaid, to the most current address of the agency contained in the records of IAS. ■