

RULES OF PROCEDURE FOR ACCREDITATION OF FABRICATOR INSPECTION PROGRAMS

1.0 PURPOSE AND SCOPE

The purpose of these rules is to establish procedures governing accreditation of the Fabricator Inspection Program by the International Accreditation Service, Inc. (IAS).

IAS fabricator inspection accreditations are issued for use by building and construction code enforcement agencies utilizing the code upon which the accreditation is based. Fabricator accreditation does not represent nor should it be construed as making any representation regarding attributes not specifically addressed by the accreditation. Accreditation does not constitute an endorsement or recommendation for use of a particular fabricator. Accreditation attests to compliance by the inspection program provider to the applicable IAS accreditation criteria: IAS Accreditation Criteria for Fabricator Inspection Programs for Reinforced and Precast/Prestressed Concrete (AC157), or IAS Accreditation Criteria for Fabricator Inspection Programs for Structural Steel (AC172), or IAS Accreditation Criteria for Fabricator Inspection Programs for Wood Wall Panels (AC196). Accreditation is no longer valid upon revocation, suspension, or cancellation of the accreditation.

2.0 APPLICATION

2.1 General

Applications for fabricator inspection programs 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 fabricator inspection program 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 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 includes issuance of the accreditation certificate.

2.2.1.4 Fees are charged to reinstate expired or canceled accreditation.

2.2.1.5 Each initial 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. Applications to renew accreditation 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 For initial applications, one complete set of data indicating compliance with the applicable accreditation criteria shall be submitted. Electronic submission is preferred.

3.2 Data must include a detailed fabrication facility management system manual, which must be signed and currently dated by a responsible officer of the applicant, verifying that the information provided is true and correct. The manual must include key quality control inspection procedures that will provide a basis for inspection and control of workmanship for the fabrication facility. The manual must be developed in cooperation with an inspection agency accredited by IAS, which shall perform unannounced inspections at specified frequencies during fabrication. The inspection agency must notify IAS by letter of any change in the organization such as: key personnel, quality control procedures, major equipment, frequencies of inspection, etc. The manual must comply with applicable IAS accreditation criteria.

3.3 Accreditation is limited to the specific fabrication facility reviewed and is not transferable to other facilities.

3.4 IAS may at any time require of the holder of the accreditation tests, test data or other information directly related to the accreditation.

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 review of evidence submitted and on-site assessments, the applicant possesses the expertise, facilities and independence to properly act as a fabricator inspection program for the specific scope requested in the application.

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

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

Applications involving alternates to code provisions are subject to review by the Accreditation Committee, except where an accreditation criteria has been established.

5.0 IDENTIFICATION

Fabricated assemblies shall be identified to permit field verification that they have gone through appropriate inspection.

6.0 ASSESSMENTS

Each fabricator shall obtain the services of an IAS-accredited inspection agency, whose scope of accreditation includes the specified fabrication discipline. For concrete and wood fabrication programs, the inspection agency shall conduct at a minimum, quarterly unannounced inspections (four per year) of the fabrication facility. Unannounced inspections shall commence approximately three months after the fabricator's date of accreditation. Subsequent unannounced inspections shall be conducted at approximate three-month intervals. In no case shall the intervals between inspections exceed six (6) months. For structural steel fabricator programs the number of unannounced inspections will be two per year. Unannounced inspections shall commence approximately six months after the fabricator's date of accreditation. Subsequent unannounced inspections shall be conducted at approximate six-month intervals. (See Section 4.0 of the IAS Accreditation Criteria for Fabricator Inspection Programs for Structural Steel AC172.)

6.1 Initial Assessment: For initial applications, the certificate of accreditation will be issued only after an IAS representative has accompanied a representative of the accredited inspection agency on a joint assessment of the facility to determine whether the fabricator's inspection system complies with the conditions of the accreditation. IAS assessors and technical experts will review the competence of individuals that have designated responsibilities for quality assurance as set forth in the applicable criteria.

6.2 Remote Surveillance Assessment after Initial Year of Accreditation: For concrete and wood fabricator

inspection programs fabricators are subject to a remote surveillance assessment at the end of the initial year of accreditation. Upon request from IAS, the fabricator shall provide the following information: the fabricator'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 laboratory's management systems.

6.3 Reassessments: For concrete and wood fabricator inspection programs, a full on-site reassessment by IAS is required at the end of every two-year term commencing from the date of initial accreditation. For structural steel fabricator programs, fabricators are subject to a full on-site reassessment at the end of the initial year of accreditation and every year thereafter.

Additional on-site assessments may be conducted to investigate formal complaints or other changes in a fabricator's status that may affect the ability of the fabricator to fulfill IAS requirements for accreditation.

7.0 EXPENSE REIMBURSEMENT

7.1 All expenses, including but not limited to travel and staff time, related to the assessments noted under Section 6.0 are reimbursable to IAS by the applicant.

7.2 When IAS performs field assessments, witnesses tests, or investigates formal complaints related to IAS fabricator accreditation, all expenses including but not limited to travel and staff time are reimbursable to IAS.

8.0 MAINTENANCE OF ACCREDITATION

8.1 Fabricators accredited under these rules shall notify IAS in writing within thirty days concerning the following:

8.1.1 Change in company name and/or address.

8.1.2 Change in company ownership.

8.1.3 Changes in policies or procedures that might affect the fabricator's inspection program accreditation.

8.1.4 Changes in principal officers or key supervisory personnel.

8.2 As a condition of an IAS accreditation, the applicant grants IAS the right to conduct unannounced assessment of the facility for cause.

9.0 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. 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 representative of any agency, or like 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 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, fabricators grant IAS the authority to allow such access.

11.0 ACCREDITATION DOCUMENTS AND LISTING

A certificate of accreditation shall be issued and maintained current for each fabricator upon satisfactory completion of the accreditation requirements. For each fabricator, a listing shall be posted on the IAS web site. 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 FABRICATORS

13.1 An accredited fabricator can make reference to its IAS accreditation in its general literature and promotional materials, and in business solicitations, of its processes and procedures, under the following provisions:

13.1.1 The fabricator 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 recognition of its fabricated products, or the design or performance characteristics of its fabricated products.

13.1.2 When the IAS name and/or the registered symbol are used on the fabricator'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., "AC157," "AC172" or "AC196." When the IAS name of symbol is printed on letterhead and/or other body stationery, such stationery may not be used for work proposals or quotations if none of the work is within the body's current scope of accreditation with IAS.

13.1.3 The IAS symbol is to be used on IAS-endorsed 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 fabricator must attach to the solicitation a copy of its current IAS certificate of accreditation, so as to make clear the actual scope of the accreditation.

13.1.5 The IAS symbol displayed on the fabricator inspection program's reports must include the name of the accredited program e.g., "AC157," "AC172" or "AC196" provided the reports relate to inspections that are within the fabricator inspection program's IAS-approved scope of accreditation. Whenever the IAS symbol is used on a report covering multiple fields of inspection, some of which are within the fabricator inspection program's scope of accreditation and some of which are outside the scope, the fabricator inspection program must clearly identify whatever portion of the test report is not covered by IAS accreditation.

13.2 It is the fabricator'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 fabricator'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 accreditation is subject to revocation, modification, suspension or cancellation for any of the following reasons:

14.1.1 Repeated failure of the material, method of construction or equipment to conform to the specifications and fabrication facility inspection manual on which the accreditation was based.

14.1.2 Repeated failure of the material, method of construction or equipment to perform properly although meeting the specifications upon which the accreditation was originally based.

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

14.1.4 Failure to comply with the current or updated Rules of Procedure.

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

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

14.1.7 Failure to pass any test required by IAS.

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

14.1.9 Failure to comply with any terms of the management system documentation on which the IAS accreditation was based referred to in Section 3 of these Rules of Procedure.

14.1.10 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 to appeal:

15.1 Required fees have 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 maintain a current quality control program with the inspection agency noted in the accreditation.

15.3 Failure to perform any test, or furnish any material or data, required by IAS within the specified time limit, unless extended by the president or his/her designee.

15.4 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.

15.5 Failure to permit or submit to an on-site assessment as set forth in Section 6.0.

15.6 Failure to furnish information and/or submit to a remote surveillance assessment as required in Section 6.0 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 fabricator shall discontinue all use of the IAS symbol. Upon revocation or cancellation of accreditation, the fabricator shall return any certificate of accreditation to IAS. The fabricator 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 fabricator 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 fabricator by certified or registered United States mail, with postage prepaid, to the most current address of the fabricator contained in the records of IAS.

17.0 ENUMERATED CONDITIONS

17.1 As a condition of an IAS accreditation, the applicant agrees to inform IAS, in advance, of any intended modification to its accredited fabrication inspection process or quality system.

17.2 As a condition of an IAS accreditation, the applicant agrees to keep a record of all significant complaints made known to the applicant about the assemblies fabricated under the accreditation, and to make these records available to IAS upon request. The applicant will take appropriate action with respect to such complaints, and document the actions taken. ■