

ACCREDITATION CRITERIA FOR AGENCIES PERFORMING FIELD INSPECTION OF FIRE DOOR ASSEMBLIES (IN SITU INSPECTION)

AC415

**April 2017
(Effective June 1, 2017)**

PREFACE

The attached accreditation criteria have been issued to provide all interested parties with guidelines on implementing performance features of the applicable standards referenced herein. The criteria were developed and adopted following public hearings conducted by the International Accreditation Service, Inc. (IAS), Accreditation Committee and are effective on the date shown above. All accreditations issued or reissued on or after the effective date must comply with these criteria. If the criteria are an updated version from a previous edition, solid vertical lines (|) in the outer margin within the criteria indicate a technical change or addition from the previous edition. Deletion indicators (→) are provided in the outer margins where a paragraph or item has been deleted if the deletion resulted from a technical change. These criteria may be further revised as the need dictates.

IAS may consider alternate criteria provided the proponent submits substantiating data demonstrating that the alternate criteria are at least equivalent to the attached criteria and otherwise meet applicable accreditation requirements.

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1. INTRODUCTION

1.1. **Scope:** These criteria set forth the requirements for IAS-accredited inspection agencies (IBs) performing inspections of fire door assemblies installed in the field. IBs complying with these criteria will have demonstrated that they have the personnel, organization, experience, knowledge and competence to inspect fire door assemblies installed in the field in accordance with specified requirements.

These criteria are limited to inspection only as specified in NFPA Standard 80, sections 5.2.1 through 5.2.14.5, and do not apply to the products or the design or performance characteristics of the products. These criteria are considered supplemental requirements to ISO/IEC 17020 and to IAS Accreditation Criteria for Inspection Agencies (AC98) for agencies seeking to conduct inspections of listed fire-rated doors installed in the field.

These criteria specifically exclude listing of field- installed fire doors and specifically exclude surveillance of the product, unless periodic surveillance is directed by the authority having jurisdiction (AHJ).

1.2. **Normative and Reference Documents:** Publications listed below refer to current editions (unless otherwise stated).

- 1.2.1. ISO/IEC Standard 17025, General requirements for the competence of testing and calibration laboratories.
- 1.2.2. ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.
- 1.2.3. NFPA Standard 80 Standard for Fire Doors and Other Opening Protectives, Sections 5.2.1 through 5.2.14.5 only.
- 1.2.4. IAS Accreditation Criteria for Inspection Agencies (AC98).
- 1.2.5. ISO/IEC Standard 17000, Conformity assessment — Vocabulary and general principles.

2. DEFINITIONS

2.1. **Approved:** Acceptable to the code official or authority having jurisdiction.

- 2.2. **Authority Having Jurisdiction (AHJ):** An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or procedure.
- 2.3. **Certification Mark:** The mark or symbol applied by the listing agency to indicate conformance to the relevant product safety standard(s), and to other applicable requirement(s) as directed in these criteria.
- 2.4. **Inspection Agency (IB):** An organization furnishing inspection services under these criteria, accredited by IAS in accordance with documents referenced in Sections 1.2.2 and 1.2.4, and these criteria. Inspection bodies may be third party, second party, or internal department per referenced document 1.2.2. Inspection bodies are referred to as IBs in these criteria.
- 2.5. **Inspection Label:** For these criteria, a label, whether serialized or not, indicating that the fire door was inspected in situ in accordance with the document referenced in Section 1.2.3 of these criteria. The inspection label shall include the date of inspection including the year and the listing number of the inspection agency. The label shall state only that the door has been inspected.
EXAMPLE: Inspected per NFPA 80 Section 5.2 only.
- 2.6. **Inspector:** Personnel appropriately trained and qualified to inspect products or systems or types of products or systems in a field installation.
- 2.7. **Listed:** Equipment, materials, or services included in a list published by an organization acceptable to the AHJ and concerned with evaluation of products or services. The organization maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and the listing states either that the equipment, material, or service meets identified standards or that it has been tested and found suitable for a specified purpose. For these criteria, a label is considered evidence of listing.
- 2.8. **Listing Agency:** An established and recognized agency regularly engaged in conducting tests or furnishing inspection services, when such agency has been approved. An organization accredited under ISO/IEC Standard 17065 to list a product by a recognized Accreditation Body (AB) that is signatory to the International Accreditation Forum (IAF) Multilateral Recognition Arrangement (MLA). Refer also to definition of Listed.
- 2.9. **Qualified Person:** A person who, by possession of a recognized degree, certificate, professional standing, or skill, and who, by knowledge, training, and experience, has demonstrated the ability to deal with the subject matter, the work, or the project.
- 2.10. **Technical Manager:** A person specifically designated as responsible for oversight and approval, and for assuring the quality and technical competence of inspections conducted.

3. ELIGIBILITY

Accreditation services are available to bodies that provide inspection services.

4. REQUIRED BASIC INFORMATION

Inspection Agencies must demonstrate compliance with the following requirements:

- 4.1. ISO/IEC Standard 17020, Conformity assessment – Requirements for the operation of various types of bodies performing inspection.
- 4.2. IAS Rules of Procedure for Inspection Agency Accreditation.

5. ADDITIONAL INFORMATION (AS APPLICABLE)

5.1. Required Personnel

5.1.1. **Technical Manager:** The IB shall designate a technical manager(s) (by whatever name) who will have responsibility for technical management of the inspection operations. The technical manager shall be a qualified person with experience in fire door assembly inspection or operational testing of fire door assemblies, and/or professional certification with demonstrated field inspection experience in commercial fire door assemblies.

5.1.2. **Inspector:** The IB shall designate inspectors (by whatever name) to conduct inspections. Inspectors must have defined and documented responsibilities with adequate training and qualification to perform fire door inspections.

5.2. The IB shall assure that fire door assemblies inspected meet the requirements of the document referenced in Section 1.2.3 of this criteria and information documented shall be maintained as a part of the report under Section 5.5.

5.3. Where listed products are utilized in fire doors inspected and tested, the IB shall record the description and listing information (e.g., listed by a listing agency) that is visible on the listed product.

5.4. Upon completion of the required inspection, the inspector shall affix an inspection label, in accordance with Section 2.5 of these criteria, to each fire door assembly inspected.

5.5. Required Report Information

In addition to the requirements listed in the standard referenced in Section 1.2.2 of these criteria, inspection reports shall contain the following information:

5.5.1. Name, address, phone number, designated contact person (e.g., engineer), and accreditation information (accreditation body logo and accreditation number) of the IB.

5.5.2. Name, address, phone number, contact information for responsible persons at the location of the field inspection.

5.5.3. The project identifier, which shall be a unique identifier.

- 5.5.4. Each fire door assembly within a structure or a space shall be identified by a unique code, number, or symbol that will be used to track its inspection history in the inspection report.
- 5.5.5. If the report is an amended/revised report, the amendment or revision information must be clearly identified.
- 5.5.6. Date(s) and arrival and departure times of the inspection.
- 5.5.7. Description of the location of the fire door assembly within the structure or space. The description shall include the identifier in Section 5.5.4.
- 5.5.8. Results of inspections witnessed or performed, including sufficient detail to establish that the installed fire door assemblies comply or do not comply with the document referenced in Section 1.2.3 of these criteria.
- 5.5.9. Noncompliance items shall be listed on the report with a citation that references the applicable requirement in accordance with Section 1.2.3.
- 5.5.10. Photographs (digital or film) of the product and the applied inspection label may be included, where photographs are possible.
- 5.5.11. Information recorded in accordance with Section 5.3 of these criteria shall be included in the report.
- 5.5.12. Date that the report was prepared.
- 5.5.13. A statement that the report addresses only the fire door assembly(ies) described in the report, as witnessed at the time of the inspection.
- 5.5.14. Name, title and signature of the inspector who conducted the inspection.
- 5.5.15. Name, title and signature of the responsible person at the location of the inspection (e.g., building owner or manager). The signature indicates only that the inspections are conducted and may be on a separate form or on the report.
- 5.5.16. If the inspection is subcontracted, that must be specifically stated with the accreditation information of the subcontracted organization included.
- 5.5.17. Name, title and signature of the Technical Manager, upon completion of the review.

5.6. **Regulatory requirements:** Regulatory entities may place specific compliance requirements on inspection agencies. If an inspection agency is required to comply with the regulatory requirements as may be applicable, they must agree to comply with additional requirements.

Inspection agencies must comply with regulatory requirements of Authority Having Jurisdiction (AHJ) or other regulatory entities, including specific compliance requirements for qualification, licensing, etc., of personnel and operation of inspection agency.

6. LINKS TO ADDITIONAL REFERENCES

- 6.1. **Asia Pacific Laboratory Accreditation Cooperation** – www.aplac.org
- 6.2. International Laboratory Accreditation Cooperation – www.ilac.org
- 6.3. International Organization for Standardization – www.iso.org
- 6.4. International Electrotechnical Commission – www.iec.ch
- 6.5. National Fire Protection Association – <http://www.nfpa.org/>
- 6.6. IAS – www.iasonline.org
- 6.7. International Code Council – www.iccsafe.org

These criteria were previously issued October 2011 and February 2015