

INTERNATIONAL ACCREDITATION SERVICE, INC.

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IAS Training Seminar

Special Inspection Agencies in Building Construction - Accreditation to IAS AC291 -

The Bailey Conference Center / Club Quarters, 52 William Street, NY, NY

Tuesday, March 27, 2018

8:00 – 8:30	Coffee & Check-in	
	Module 1	
	Rules, Regulations and Standards and QMS as a support to Ethical Practice	
8:30 – 9:00	<u>Introductions & Course Objectives</u>	1 - 7
9:00 – 9:30	<u>A review of the Seminar Materials</u>	8 - 15
9:30 – 10:00	<u>NYC Rules and the NYC Building Code</u>	16 - 36
10:00 – 10:15	< AM Break >	
10:15 – 12:00	<u>NYC Rules and the NYC Building Code</u>	37 - 70
12:00 – 1:00	<Lunch Break>	
1:00 – 2:30	<u>Duties of the SIA under 1 RCNY 101-06 & 101-7</u>	71 - 114
2:30 – 2:45	<PM Break>	
2:45 – 3:15	<u>AC291 and ISO/IEC 17020-2012</u>	115 - 116
3:15 – 4:30	<u>QMS Primer – A Historical View (including QMS and Ethical Practice)</u>	117 - 147
4:30 – 5:00	<u>Evaluation of Learning</u>	148

Wednesday, March 28, 2018

8:00 – 8:30 Coffee & Check in

Module 2

Initial Development / Continuous Improvement of QMS Documentation

8:30 – 9:45	<u>Accreditation, ISO 17020, ASTM E329, IAS AC-291</u>	1 - 25
9:45 – 10:00	<u>Preparation and the QMS Pyramid</u>	26 - 35
10:00 – 10:15	<AM Break>	
10:15 - 12:00	<u>The QA Manual - Level 1 / Policy Document of the MSD</u>	36 - 40
	o Section 1 & Section 2	41 - 45
	o Company History and Current Practice	
	o Scope of Accreditation	
	o Commitment to adhere to the relevant QMS Standards	
	o References	
	o Definitions	
	o Section 4 - (MSD Core)	46 - 74
	o Legal Entity	
	o Liability Insurance	
	o Risks to Impartiality and Integrity	
	o Confidentiality	
	o Organization and Independence	
	o Technical Competence of Special Inspectors	
	o Safety	
	o Equipment/Calibration Policy	
	o Record Keeping and maintenance of records	
	o Policy on Data Security	
	o Document Control	
	o Policy on Approval of Procedures, Forms, Checklists	
12:00 – 1:00	<Lunch Break>	
1:00 – 2:30	<u>The QA Manual – Level I - Policy (continued)</u>	
	o Section 4 - (MSD Core - continued)	75 87
	o Contract Review (Scope, Resources) Policy	
	o Sample Management	
	o Subcontracting Policy	
	o Complaints/Appeals	
	o Customer Feedback	
	o Internal Audit Policy	
	o Management Review Policy	
	o Policy on Notification of DOB	
	o Policy on approval/dispatch of reports	
	o Section 4.20 - Inspection Reports	89 - 92
	o Section 4.21 & 4.22	93 - 101
	o Policy on Training	
	o Supervising/Monitoring Inspectors	
	o Section 5 - Qualification of Inspectors	101

Wednesday, March 28, 2018

2:30 – 2:45	<PM Break>	
1:00 – 2:30	<u>QA Procedures - Level II of the MSD</u> <ul style="list-style-type: none">○ Detailed procedure with checklist/forms must be developed for each area of the Management System as a way to implement the Policy commitments in Level I.○ 19 Key Procedures Discussed.○ Sample Internal Audit Spreadsheet Reviewed.	102 -123
2:45 – 3:15	<u>Inspection Procedures</u> <ul style="list-style-type: none">○ Template for Detailed Inspection Procedures○ Sample Checklist - Structural Steel Bolting	124 - 160
3:15 – 3:30	<u>What to expect at the on-site assessment</u>	161 - 177
3:30 – 3:45	<u>What to expect at the on-site assessment</u>	178 - 186
3:45 – 4:00	<u>Evaluation, Quiz & Summary</u>	187 -188